

WARRINGTONS COACHES LTD

RISK ASSESSMENT 2019 VERSION

ACTIVITY: group / school travel / accessible travel			Visit Leader:	
Visit Details:			Date of Visit:	
Assessment by:		Date:	Target Date for review:	
Approved by:		Position:	Date:	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)
All accidents	All group members, including leaders	<ul style="list-style-type: none"> This generic risk assessment will be used in addition to the generic risk assessment, "Travel - General" which gives general safety guidance applicable to all journeys. 	The generic risk assessment, "Indirect or Remote Supervision" may also be pertinent	
Driver error → road traffic accident (r.t.a.)	All	<ul style="list-style-type: none"> Drivers who are employed by WARRINGTONS COACHES LTD Driver/s must have a current, clean driving licence, with full PCV entitlement. Drivers must inform DVLA of any medical condition that affects their ability to drive Drivers' driving licences checked annually by designated responsible member of staff with delegated authority from head of establishment Drivers <u>must not</u> use a mobile 'phone or radio in the PSV unless the vehicle is parked safely. Appropriate written records kept e.g. <ul style="list-style-type: none"> list of authorised drivers training records 	Using any 'phone, even hands-free, is a distraction from driving and should not be necessary. If another adult is on board they can call if necessary when the vehicle is in motion.	

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<p>Driver tiredness → r.t.a. (See additional guidance : RoSPA 'Driving for Work: Safer Journey Planner)</p>	<p>All</p>	<p>The driver will:</p> <ul style="list-style-type: none"> • plan their route to ensure adequate rest stops are included • share the driving with an accompanying adult on longer journeys • adhere to strict working/driving hours and rest periods according to EC DRIVERS HOURS Guidelines • not drive if feeling too tired or unwell to drive safely • not drive if under the influence of alcohol, drugs or medication • If abroad, PSV and drivers' hours will follow EC requirements and tachograph used. 		
<p>Defective minibus</p>	<p>All</p>	<p>Establishment – PSV GUIDELINES</p> <ul style="list-style-type: none"> • Vehicle is maintained in accordance with the PSV guide lines on operators licence • Effective vehicle defect reporting system in place with responsible member of staff to effect appropriate response • Appropriate written records kept e.g. <ul style="list-style-type: none"> ○ the vehicle documents and maintenance records • Operator possesses and will display relevant operators licence for class of PSV in minibus/ coach windscreen • Vehicle is covered by membership of a motor recovery organisation, with details available for each journey <ul style="list-style-type: none"> ○ has full insurance for all its vehicles ○ has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required ○ is not at present under investigation, pending possible disciplinary action by VOSA or 	<p>Mobile 'phone available to contact establishment / parents, if needed</p>	

		<p>possible prosecutions.</p> <p>All minibuses</p> <ul style="list-style-type: none"> • Vehicle is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) and has a current MOT certificate • has been maintained and serviced regularly (and that records are available if requested for inspection) • is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet "M2" standard) • is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit • has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus/ coach) so that no seat is shared • Pre-drive inspection carried out and record sheet completed by driver. Items for inspection to include: - <ul style="list-style-type: none"> ○ tyres – condition and pressure ○ windscreens are clean (outside and inside), mirrors adjusted, all brakes (inc. handbrake), lights (inc. indicators and brake lights) and washer / wipers operate correctly ○ all seats have fully operational seat belts ○ fire extinguisher and first aid kit are present and correct • If faults are found, the driver will not use the minibus/coach until the faults have been satisfactorily rectified 		
<p>Passenger behaviour distracts driver → r.t.a.</p>		<ul style="list-style-type: none"> • Young people briefed beforehand about required behaviour with reasons and consequences • A second adult will normally accompany the main driver, especially on long journeys, or with young 	<p>In event of an incident involving behaviour amongst young people on the minibus, the driver will pull over at the</p>	

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		<p>people who might be disruptive</p> <ul style="list-style-type: none"> • It is the group organisers legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years • The organisers has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over • The second adult will sit with the young people in the main passenger section in order to maintain good order, ensure young people keep seat belts on, and attend to any needs • Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted • Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus/coach 	<p>first appropriate opportunity (next service station / junction / lay-by) to deal with it. The hard shoulder should not be used, except in emergency.</p>	
<p>Collision with passing vehicle whilst getting on or off minibus/coach→Injury</p>		<ul style="list-style-type: none"> • The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus/coach (e.g. car park, onto wide pavement) • Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road • Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road. 		
<p>Where a Tail Lift is to be used: wheelchair tips or falls → Injury</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • Access, egress and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate • Power chairs switched off. Manual chairs' brakes applied • Wheelchairs will be properly secured during journey using appropriate fixings 		

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<p>luggage</p> <p>Lifting heavy / awkward items →injuries</p>		<p>It is the driver's legal responsibility to ensure that all luggage is stowed securely under the coach</p> <ul style="list-style-type: none"> • Additional helpers and care will be used when lifting and unloading heavy items of luggage • Only authorised persons will be allowed to load luggage into coach lockers • Appropriate care will be taken by those packing luggage , 		
<p>In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • All doors must be unlocked when carrying passengers. • Aisles and emergency exits will be kept clear of obstructions • Staff to ensure group members are aware of emergency procedures, as appropriate • All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised • Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible 		

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Injury whilst vehicle is in motion	All group members, including leaders	<ul style="list-style-type: none"> All group members will be briefed to stay seated during journey Group members will be instructed to use and fit seat belts correctly at all times during journey All luggage to be stowed securely 		
Travel sickness	Passengers	<ul style="list-style-type: none"> Identified potential sufferers to be seated near the front Group members instructed to not drink fizzy or energy drinks prior to and during the journey Keep the minibus/coach interior clean and 'fresh' by regular collection of rubbish and disposal at stops Check with the driver to ensure the 'air flow' is on where applicable 	Carry appropriate First Aid – sick bags, gloves, plastic bags, wet wipes, kitchen roll, air freshener, bucket and bottled water Known poor travellers reminded to take their travel-sickness pills, where applicable	
Stopping-off points / breaks in the journey	All group members	<ul style="list-style-type: none"> Brief group members re: <ul style="list-style-type: none"> purpose and timings of stop how and where to contact staff remain in pairs or threes (buddy system - each responsible for named other) moving traffic (driving on right abroad) Careful head count before departure 		
Prior to departure / collection on return		<ul style="list-style-type: none"> Visit leaders clear about parking arrangements for themselves and parents dropping/collecting young people Parents informed where to meet and at what time. Young people informed where to wait; should be well clear of where the coach(es) will pull in. 		
Party travelling in two or more vehicles and trying to keep together		<ul style="list-style-type: none"> Each vehicle to travel independently – with its own full complement of staff, paperwork etc Visit leaders in separate vehicles should be able to communicate with each other, by mobile 'phone, to keep track of progress. This should not be the responsibility of the drivers. 		