

Risk Assessment



Date: April 2022	Location: SANDFIELD PARK SCHOOL		
Review Date: April 2023	Reference : 11	Assessor: Mark Hilton & Tracy Shipley (ASBC Ltd)	Manager: Mark Hilton (Headteacher)

Assessment of Risk For: TRANSPORT OF PUPILS BY COACH, BUS OR MINIBUS

Ser N°	List Hazards Here	People at risk	List Existing Controls	Priority
1	Coach, bus or minibus travel road traffic accidents	Driver/Group Members	<p>The School has several Minibuses. Only appropriately qualified staff with drive the minibus. MIDAS training is to be obtained for other staff.</p> <p>It is the school policy to only use a coach company that has been authorised by the LEA or where there has been a good past record; previous experience of the company has demonstrated good customer care and health and safety management.</p> <p>Liverpool City Council's Educational Visits Health and Safety Policy and Guidance are adhered to. All staff who supervise pupils are suitably trained so as to undertake their duties safely. The Group Leader will ensure suitable insurance cover is in place for the journey.</p>	LOW
2	Harm/loss Embarking, driving & disembarking. Walking to and from the coach, bus or minibus		<p>The arranged assembly point is known to all relevant staff and pupils. The coach, bus or minibus will remain until all passengers are onboard and safely seated. Where practicable the coach/bus will park off the main road with a safe area for pedestrians. Where this is not practicable suitable group supervision and instruction is provided to safely control the group. Head counts to be taken by a responsible member of staff using a checklist of names. Head counts to be taken at every departure and at suitable times during a visit e.g. before leaving a site. When taking the head count the checker must physically see the person before ticking their name on the checklist. Group members will be advised on personal safety during the journey.</p> <p>The coach, bus or minibus is fitted with seat belts. Members of party instructed to wear belts and remain in their seat whilst the vehicle is in motion. All luggage and equipment is safely & securely stowed so as not to risk breakage, cause injury or block exits or aisles.</p>	LOW

3	Road traffic injuries during driving.		Clear instructions given by staff to pupils about keeping to designated pedestrian routes and taking greater care near moving traffic. Staff supervision – especially when crossing roads etc. Group members should wear identification badges.	LOW
4	Personal Security & Slips, trips, falls. Road traffic injuries During driving & planned stops		Particular caution should be exercised when abroad due to traffic driving on the right. When parking, the coach should be positioned, if practicable, so as the exit door faces a safe pedestrian route. WARN AND INFORM THE WHOLE GROUP THAT TRAFFIC DRIVES ON THE RIGHT AND APPROACHES FROM THE LEFT WHEN PEOPLE CROSS THE ROAD!	LOW
5	Property security during planned stops		<p>HEAD COUNTS WILL BE TAKEN BEFORE EACH COACH DEPARTURE. Agreed supervision ratios will be maintained at all times. The police will be contacted if a pupil or member of staff goes missing. The group will also be given details of who to contact should they get lost. The group are provided with a copy of the agreed Code of Conduct for the visit, which all should follow.</p> <p>Before departing checks are made to ensure the coach driver is suitably qualified and experienced. The Site Manager carries out weekly checks on the vehicle, recorded and kept in the vehicle. Regular servicing and MOT certification is undertaken</p> <p>The driver follows highway code and undertakes vehicle roadworthiness checks before the journey. The group's code of conduct include a rule for the group members not to distract the driver. The Group Leader monitors the driver's behaviour within reason, and informs the driver if he/she feels they are driving in a dangerous manor (e.g. speeding).</p> <p>Staff supervisors will be positioned at the back, centre and front of the coach during the journey or in such positions that allow those supervising to see the whole party. There is a suitable agreed code of conduct for the group. Pupils are not allowed to depart from the coach unsupervised.</p> <p>The group will be informed of the planned stop and its duration in advance and are reminded of the code of conduct. At least one member of staff disembarks first in order to supervise the party via a safe route to the services. Suitable staff to pupil ratio is in place to supervise during the stop.</p> <p>Group members are advised not to carry valuables or excessive amounts of money or to leave either unattended. The coach/bus is made secure during breaks/stops. If a trailer is used it is properly loaded, secured and supervised during stops.</p>	LOW
6	Hazards related to		A suitable parental consent is required to be completed prior to the journey	

	medical and other relevant personal conditions.		requesting details of relevant medical or other conditions (behavioural or physical) that may require specific precautions during the journey. Travel sickness precautions or the administration of any other medication/treatment is agreed with group supervisors and parents at a suitable time prior to the journey.	LOW
7	Hazards related to welfare facilities		<p>There are adequate toilet/rest stops at suitable times and destinations. If hot water is available from the coach's services it should only be used when the coach is stationary.</p> <p>Parents are informed to ensure that pupils have suitable food and drink for consumption during the journey and money to purchase additional food and drink if required.</p>	LOW
8	Emergency procedures & medical preconditions, illness or injuries worsened by lack of emergency procedures		<p>All staff carry mobile telephones on every journey. There are procedures in place for dealing with group members who may become ill or injured such as adequate first aid provision on the coach including a trained first aider.</p> <p>The Group supervisors will consider terminating the journey if the health and safety of any of the group are at risk.</p> <p>Staff must know where the coach/bus emergency exits, fire extinguishers, first aid facilities and any other relevant emergency equipment are located and how to use them.</p> <p>Emergency contact details are kept by the Group Leader, who has an agreed suitable way of contacting them (mobile phone, coach communication radio etc.). A home-base emergency contact has been organised with a telephone tree for cascading information.</p> <p>The Home contact is a person who has emergency and other information and can act competently to assist the Group Leader in the case of an emergency e.g. by contacting parents, next of kin or the Local Education Authority as necessary. (Also see general emergency control measures)</p> <p>The emergency procedures in the Educational Visits Policy are adhered to.</p>	LOW
9	Communication		<p>Pupils are made aware of dangers from traffic during a journey, restricted areas and code of conduct. Parents and others are made aware of safe pedestrian routes into and out of the school and its grounds.</p> <p>All staff are informed of the school journey policy, Liverpool City Council's Minibus</p>	LOW

			<p>Policy and Guidance and the Educational Visits Health and Safety Policy and the significant dangers associated with coach/bus journeys and the controls outlined within this assessment.</p> <p>All staff who have responsibilities for then transport of pupils are suitably trained so as to undertake their duties safely.</p>	
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Risk Priority: **High:** Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

Controls (Ser N°. to correspond with Hazard Ser N°.)		To be Completed by the Manager.			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
	School off-site activities / educational visits risk assessments will be undertaken prior to the activity	Produce risk assessment	Teacher in charge of the activity	ongoing	

<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High ————— Medium Low</p>	<p>Risk assessment signed off by: Mark Hilton (Headteacher)</p> <p>Signature: <i>M Hilton</i></p> <p>Date: April 2022</p> <p><i>Please note an electronic signature will suffice.</i></p>
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