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| **BUCKSWOOD SCHOOL – SCHOOL TRIP & VISIT RISK ASSESSMENT** | | | | | | |
| **Trip/Visit** | |  | | **Trip/Visit Date(s)** |  | |
| **Year Group** | |  | | **Trip Leader & Staff** |  | |
| **Activity** | | **RA04 Coach & Minibus Travel** | |  |  | |
|  | **Activity/Element**  **What are the Hazards?**  **Potential to cause harm** | | **Control Measures in place**  **Remove or reduce risks to the lowest levels reasonably practicable**  **Delete/Add Information as appropriate** | | | **Further Action required - Yes/No?**  **Residual Risk Acceptable -Yes/No?** |
| 1 | Driver/Driving Standards | | Vehicle Operator responsible for ensuring driver qualified/licenced to drive vehicle concerned  Driver/Vehicle Operator/Tour Operator responsible for ensuring vehicle driven in compliance with the the regulations of the country concerned – observing speed limits for the type of road being driven on etc.  Trip Leader should report any concerns re: the driver & driving standards to the Driver/Vehicle Operator/Tour Operator/School as soon as possible  Driver will advise Trip Leaders re: Driver Rest Breaks on longer trips | | | FAR – Yes/No  RRA – Yes/No |
| 2 | Vehicle Damage/Defects  Damaged/Defective  Not Roadworthy | | Vehicle Operator responsible for maintaining vehicle in roadworthy condition  Driver responsible for undertaking & recording PRE-USE Checks of the vehicle  Where Trip Leader identifies a concerns re: vehicle safety – visible damage/defects etc. these should be reported to the Driver/Vehicle Operator/Tour Operator/School as soon as possible | | | FAR – Yes/No  RRA – Yes/No |
| 3 | Student Misbehaviour | | Trip Leader to inform Students on behaviour standards expected whilst travelling before coach/minibus leaves the School | | | FAR – Yes/No  RRA – Yes/No |
| 4 | Passengers  Health/Medical Conditions  Medicines/Medication | | Trip Leader to identify staff & student health/medical conditions including travel sickness, where known, before departure  Trip Leader to ensure that where appropriate staff & students carry appropriate & sufficient medication for the duration of the trip  Where appropriate Trip Leader should take possession of the medication before departure from the School to ensure it is not lost & will be available for use when required  Trip Leader to ensure provision of sick bags where travel sickness identified  Trip Leader to advise staff & students to eat/drink sensibly before/during the journey  Trip Leader to liaise with Driver re: periodic rest stops on longer journeys | | | FAR – Yes/No  RRA – Yes/No |
| 5 | Seat Belts  Not being worn | | Driver responsible for instructing all passengers that it is a legal requirement to wear seat belts  Trip Leader responsible for ensuring staff & students wear seat belts at all times the vehicle is moving/in traffic & when seat belts can be undone  Any seat without a working seat belt must not be used  Students to be instructed that failure to wear a seat belt will result in them not participating in the current/future trips and other disciplinary action by the School | | | FAR – Yes/No  RRA – Yes/No |
| 6 | Luggage, Sports Kit, Equipment etc.  Falling/from racks  Stored on seats/Thrown from seats in accidents  Obstructing aisles/gangways & exit doors | | All Luggage etc. to be stored safely & securely – In luggage compartments/On luggage racks/Under seats (Small Items only)  Luggage not to be stored on seats unless secured  Luggage not to obstruct aisles/gangways or emergency & other exits | | | FAR – Yes/No  RRA – Yes/No |
| 7 | Vehicle Accidents & Breakdowns | | In the event of a breakdown or road traffic accident, the Driver & Trip Leader will be responsible for:  The safe evacuation of the building to a place of safety – from the passenger side of the vehicle; away from moving vehicles; standing behind barriers on motorways etc.  Where safe to do so or it is not possible to evacuate the vehicle, staff & students may remain on the vehicle with seat belts on but on the side of the vehicle furthest from moving vehicle | | | FAR – Yes/No  RRA – Yes/No |
| 8 | Towing Trailers | | School/Hired minibuses towing trailers must only be driven by drivers holding D1 + E Entitlements on their driving licence & who have been approved by the School’s Transport Manager to do so  The Vehicle Driver is responsible for ensuring before the depart:  The trailer is properly hitched to the vehicle  Lights & where fitted, trailer brakes are in working order  Any load being carried is safely & securely secured to/stored within the trailer | | | FAR – Yes/No  RRA – Yes/No |