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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 concernedDriver/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/NoRRA – Yes/No |
| 2 | Vehicle Damage/DefectsDamaged/Defective Not Roadworthy | Vehicle Operator responsible for maintaining vehicle in roadworthy conditionDriver responsible for undertaking & recording PRE-USE Checks of the vehicleWhere 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/NoRRA – Yes/No |
| 3 | Student Misbehaviour | Trip Leader to inform Students on behaviour standards expected whilst travelling before coach/minibus leaves the School  | FAR – Yes/NoRRA – Yes/No |
| 4 | PassengersHealth/Medical ConditionsMedicines/Medication | Trip Leader to identify staff & student health/medical conditions including travel sickness, where known, before departureTrip Leader to ensure that where appropriate staff & students carry appropriate & sufficient medication for the duration of the tripWhere 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 requiredTrip Leader to ensure provision of sick bags where travel sickness identifiedTrip Leader to advise staff & students to eat/drink sensibly before/during the journeyTrip Leader to liaise with Driver re: periodic rest stops on longer journeys | FAR – Yes/NoRRA – Yes/No |
| 5 | Seat BeltsNot being worn | Driver responsible for instructing all passengers that it is a legal requirement to wear seat beltsTrip Leader responsible for ensuring staff & students wear seat belts at all times the vehicle is moving/in traffic & when seat belts can be undoneAny seat without a working seat belt must not be usedStudents 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/NoRRA – Yes/No |
| 6 | Luggage, Sports Kit, Equipment etc.Falling/from racksStored on seats/Thrown from seats in accidentsObstructing 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 securedLuggage not to obstruct aisles/gangways or emergency & other exits | FAR – Yes/NoRRA – 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/NoRRA – 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 soThe Vehicle Driver is responsible for ensuring before the depart:The trailer is properly hitched to the vehicleLights & where fitted, trailer brakes are in working orderAny load being carried is safely & securely secured to/stored within the trailer  | FAR – Yes/NoRRA – Yes/No |