

**RISK ASSESSMENT FOR COACH / MINIBUS TRANSPORT
Of City Coach Hire LTD - Birmingham**

MANDATORY REQUIREMENTS (NOT TO BE ALTERED)	Events / Circumstances that could increase risk	Other appropriate risk assessments to consider
<ul style="list-style-type: none"> Parental consent to be obtained for this activity. 	<ul style="list-style-type: none"> Attendance of other parties of children Large numbers of people at the site 	<p>City Coach Hire LTD is a chauffeur, minibus and coach hire company. We strive to offer the best standards with uniformed drivers who are DBS checked.</p>

Hazard observed	Who may be harmed ?	Risk rating before controls Consequence x Likelihood=	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Injury as a result of road traffic accident	children/young people, staff and foster carers	Unacceptable	<ul style="list-style-type: none"> Use of reputable coach operator. Ensure drivers do not exceed specified driving rest periods. All group members to sit forward facing and wearing seatbelts at all times except to go to the toilet – one at a time or to supervise the pupils. Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate). Pupils are not to sit on the seat behind driver or to speak to or distract the driver in any way. Driver not to use mobile phone whilst vehicle in motion. 	Moderate	
Falls from moving vehicles	children/young people, staff and foster carers	Substantial	<ul style="list-style-type: none"> Strict supervision at all times Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate). Children/young people should be broken down into smaller groups for embarkation / disembarkation. If disembarking on the road (especially if abroad), pupils should lead off coach in single file with adults at the front and rear of group. This should be done in small groups rather than one long stream. Staff and foster carers to be seated at varied locations throughout coach to ensure effective supervision. Where travel is on a UK coach / minibus abroad, clear safety 	Moderate	

			<p>instructions to be given to pupils / staff by group leader prior to disembarkation relating to opposite flow of traffic.</p> <ul style="list-style-type: none"> Children/Young People to disembark in small groups rather than one long stream. 		
Falls in moving vehicle	children/young people, staff and foster carers	Substantial	<ul style="list-style-type: none"> Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the pupils on the bus. Walk down the coach / vehicle holding seat tops at a slow pace. 	Acceptable	
Hazard observed	Who may be harmed ?	Risk rating before controls Consequence x Likelihood=	Control Measures	Risk rating after controls Consequence x Likelihood=	Control measures by: Initial
Struck by moving vehicles	children/young people, staff and foster carers	Substantial	<ul style="list-style-type: none"> Strict supervision at all times. Children/Young People to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads. Pupils to be made aware of safe collection points. Pupils to disembark in small groups rather than one long stream 	Acceptable	
Lost / abduction	Children/young people	Substantial	<ul style="list-style-type: none"> Ensure the bus driver is aware of route to be taken before setting off. During rest breaks Pupils to be given clearly defined areas in which to stay. Pupils to be in groups never on their own (minimum of three). Pupils should go to the toilet supervised by an adult. Staff to be positioned where they can see toilet entrances and to avoid possible abduction / abscission. Head counts to be taken prior to escorting pupils back to the transport and again when seated on the coach, Staff to patrol areas pupils are in, especially if not under direct supervision. 	Moderate	
Sickness / medical conditions	children/young people, staff and foster carers	Substantial	<ul style="list-style-type: none"> Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children/young people who are prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards to the front. They should make themselves known to staff members. 	Acceptable	

			<ul style="list-style-type: none"> • If medication for travel sickness is taken prior to journey, ensure teachers are aware of this. • Be aware of any allergies / medical conditions that children suffer from before visit and ensure that proper precautions are taken. 		
Vehicle Breakdown	children/young people, staff and foster carers	Substantial	<ul style="list-style-type: none"> • Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of pupils. • If possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard light on and call 999 if on roadside and cannot disembark. • Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained. • Before setting off, ensure there is enough fuel in the bus for the whole journey. • Ensure group has means of summoning assistance in case of breakdown. • If vehicle to be exited follow controls as per being stuck by moving vehicles. 	Acceptable	

N.B The aim of a risk assessment is to provide general information on the type of hazards employees and pupils as well as others who may be involved are exposed to. IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE **RISK RATING** IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED. – For further advice contact the Health and Safety Team.