



**Generic Risk
Assessment:
COACH TRAVEL**

**TRIP: Training & Events
DATE: 2016-2017 Season
GROUP LEADER: Chris Hermes**

Residual Risk Likelihood Criteria: **L** – unlikely to occur **M** – could occur **H** – likely to occur

WHILST IN TRANSIT

HAZARD CATEGORY	CONTROL MEASURES FOR RISK MANAGEMENT	RESIDUAL RISK
Driver	<ul style="list-style-type: none"> Through observation, check that the driver is in a fit state to control a coach. Second driver present for long journeys? 	L
Student	<ul style="list-style-type: none"> Consider who should sit by the emergency exit. Identify students prone to travel sickness and place them near the front. Encourage students to bring still and not fizzy drinks for the coach journey. Give advice about eating on the journey (including sweets). Ensure parents have supplied travel pills if necessary and that they have been taken. When appropriate check who sits on the back seat Place rubbish bags on some seat armrests. Students to keep good order and not litter the coach. Clear instructions to keep seat belts on given. Ensure acceptable noise level in the bus maintained. Ensure students remain seated and facing forward. 	L
Security	<ul style="list-style-type: none"> Brief students to keep equipment and personal items safe during the journey and whilst vehicle is parked. As far as possible keep valuables with students. 	L
Accidents	<ul style="list-style-type: none"> Ensure that at least one mobile phone is carried at all times. Ensure that the First Aid Kit is readily available and all staff know where it is located. Ensure that emergency procedures are carried and followed in the event of an accident. Staff to liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Group leader has over-riding decision. On motorway the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger for the group or unsuitable for individuals with special needs. 	M
STOPS		
Students	<ul style="list-style-type: none"> If necessary, staff liaises with driver to choose locations can board and alight safely. Give timings for return to coach. Staff to alight first and oversee students as they leave coach. Give clear instructions with regard to road crossings (staff to supervise). Staff to be vigilant of student behavior near roads and in car parks. Head count on return to coach and before departing. 	M
GENERAL		
Reliable firms	<ul style="list-style-type: none"> Coach bookings with recognized/ recommended coach companies Any incident reported to EVC on return EVC to keep record of trips 	L
Medical	<ul style="list-style-type: none"> Students details and consent forms with group leader First Aid Kits on coaches 	L

I confirm that I have read the above generic risk assessment and amended it where necessary to consider the risks on the trip I am responsible for.

Signed:Chris Hermes.....

Date: ...09/09/2016.....