



**RISK ASSESSMENT FORM**  
(Focus on the things over which you have control)

**Establishment:**

<b>ACTIVITY:</b> Offsite Visits – <b>Travel by Coach</b>		<b>Group Leader:</b> Dawn Evans		
<b>Visit Details:</b> Tower of London				<b>Date of Visit:</b> 02.05.2019
<b>Assessment by:</b> D Evans		<b>Date:</b> May 2018	<b>Target Date for review:</b>	
<b>Approved by:</b>		<b>Position:</b>	<b>Date:</b>	
<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Control Measures(CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>
All accidents	All on board	<ul style="list-style-type: none"> <li>This generic risk assessment will be read and completed in addition to the generic risk assessment "Travel - General" which gives general safety guidance applicable to all journeys</li> </ul>		
Driver error → Traffic accident	All on board	<ul style="list-style-type: none"> <li>Only coaches from a bona fide, reputable company will be hired (see guidance 'Selecting a Coach Operator')</li> <li>Prior written assurance will be obtained from the coach company that all drivers are adequately trained and adhere to recommended standards, e.g.               <ul style="list-style-type: none"> <li>are checked and vetted at appropriate intervals regarding their health/fitness to</li> </ul> </li> </ul>	Group Leader to discuss with the driver about mutual expectations regarding the journey Coach transport arranged by externally accredited tour operator e.g. STF member, LOtC Quality Badge holder etc	

		<p>drive, previous driving experience, and convictions</p> <ul style="list-style-type: none"> <li>○ have a full, current PCV licence</li> <li>○ do not have past convictions for serious driving offences – e.g. drink / driving</li> <li>○ are not facing impending prosecution for any serious driving offences e.g. drink / driving</li> <li>○ adhere to strict working hours according to tachograph rules and regulations</li> <li>○ are informed about and prohibited to drive under the influence of alcohol or drugs</li> <li>○ are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully “hands-free” operated</li> <li>● Drivers resting, whilst the coach is in motion and being driven by a relief driver, take their rest in the on-board accommodation provided for the purpose and do not remain at the front of the coach</li> </ul>		
Inappropriate driving by driver	All on board	<ul style="list-style-type: none"> <li>● Group leader to discuss concerns with driver</li> <li>● Stop the journey and ‘phone the company for a new driver if it is felt the group is at risk</li> </ul>		
Defective vehicles	All on board	<ul style="list-style-type: none"> <li>● Only bona fide, reputable companies will be hired (see guidance ‘Selecting a Coach Operator’)</li> <li>● Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management systems in place e.g. <ul style="list-style-type: none"> <li>○ it has a current and appropriate PSV Operator’s Licence (N.B. National (blue) or International (green) disc should be clearly displayed in windscreen adjacent to tax disc)</li> <li>○ it is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency)</li> <li>○ it is a member of and assessed regularly by</li> </ul> </li> </ul>	Group leader to make visual inspection of interior and exterior of coach, draw any obvious defects to the driver’s attention	

		<p>the Confederation of Passenger Transport, Coach Tourism Council or similar national body that monitors and upholds standards</p> <ul style="list-style-type: none"> <li>○ it has full insurance for all its drivers and vehicles, including public liability cover</li> <li>○ it has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required</li> <li>○ it is not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions.</li> <li>○ all its coaches have a current MOT certificate</li> <li>○ all its coaches are maintained and serviced regularly (and that records are available if requested for inspection)</li> <li>○ all seats are fitted with fully operational seat belts</li> <li>○ all coaches are fitted with fire extinguishers and a fully maintained first aid kit</li> <li>● all emergency exits and door closures on coaches are checked daily and in good working order</li> </ul>		
Injury whilst vehicle is in motion	<p>All group members, including leaders</p> <p>Wheelchair users</p>	<ul style="list-style-type: none"> <li>● All group members will be briefed to stay seated, wherever possible, during journey</li> <li>● Group members will be instructed to use and fit seat belts correctly at all times during journey</li> <li>● Service buses without seatbelts will not be used, apart from short local routes, and never used on journeys involving high speed roads</li> <li>● Aisles and emergency exits will be kept clear of obstructions</li> <li>● If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted</li> </ul>		

Travel sickness		<ul style="list-style-type: none"> <li>Identified potential sufferers to be seated near the front or coach toilet</li> </ul>		
On-board toilet		<ul style="list-style-type: none"> <li>Should only be used as an emergency</li> </ul>		
Misbehaviour → injury to self, others inside coach, or passers-by		<ul style="list-style-type: none"> <li>Staffing ratios will be in line with LA guidance and will be sufficient to maintain good behaviour</li> <li>Leaders will sit at various separate locations to maintain good order and ensure young people keep seat belts on, and do not need to leave seats to ask questions etc.</li> <li>On double-decker coaches supervisors should be positioned on both decks</li> <li>Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the coach</li> </ul>		
Collision with passing vehicle whilst getting on or off the coach	<p>All group members, including leaders</p> <p>Wheelchair users</p>	<ul style="list-style-type: none"> <li>Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement)</li> <li>Allocate one staff member to stand by and check doorway as young people enter / leave</li> <li>Brief group to enter and leave in an orderly manner.</li> <li>Transport will have suitable lift/wheelchair access</li> <li>Access and egress, and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate</li> <li>Wheelchairs will be properly secured during journey using appropriate fixings</li> </ul>		
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	All on board	<ul style="list-style-type: none"> <li>Staff to ensure group members are aware of emergency procedures, as appropriate</li> <li>Follow directions by coach driver</li> <li>All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles</li> <li>If above is not possible, passengers will be</li> </ul>		

		<p>instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts</p> <ul style="list-style-type: none"> <li>• Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the coach and approaching traffic as soon as possible</li> </ul>		
<p>Stopping-off points / breaks in the journey</p> <p>Individuals separated or lost</p> <p>Confrontation with a member of public</p>	Group members	<ul style="list-style-type: none"> <li>• Brief group members re: <ul style="list-style-type: none"> <li>○ purpose and timings of stop</li> <li>○ how and where to contact staff</li> <li>○ remain in pairs or threes (buddy system - each responsible for named other)</li> <li>○ moving traffic (driving on right abroad)</li> </ul> </li> <li>• Careful head count before departure</li> </ul>	Staff to take turns to roam the stop-off area to provide additional supervision where appropriate	
Luggage falling from overhead luggage racks	All group members, including leaders	<ul style="list-style-type: none"> <li>• Only one piece of hand luggage to be taken on board &amp; stored securely in overhead rack</li> <li>• All remaining luggage to be stored in luggage hold compartments</li> </ul>	<p>Staff to check luggage racks before coach departs</p> <p>Ensure coach company aware of any extra equipment taken by group on trip over and above normal luggage</p>	
<b>REVIEWS:</b>				
<b>DATE OF REVIEW</b>	<b>REVIEWED BY:</b>		<b>COMMENTS</b>	
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