

**THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
& THE HEALTH AND SAFETY AT WORK REGULATION 1974**



GENERIC RISK ASSESSMENT - TRAVEL BY COACH

REVIEWED BY - **Caroline Sturman**

DATE OF ASSESSMENT - **July 2nd 2020**

REVIEW DATE - **Reviewed June 22nd 2021/ November 2022/October 2nd 2023**

Risk Assessment for: TRAVEL BY COACH (GENERIC)	Date of Assessment: July 2 nd 2020	Date for Review: October 2024
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Assessment Reference No.	Copies to (please tick): Directors <input checked="" type="checkbox"/> Traffic Office <input checked="" type="checkbox"/> Drivers <input checked="" type="checkbox"/>
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List hazards involved	✓ who may be affected by this hazard					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	Staff & Passengers	Employees (E)	Students (S)	Others (O)	Special Needs (SN)			
<i>Complete the assessment table for each hazard identified</i>						<i>State what control measures are used at the moment to control the level of risk as a <u>Coachmarque operator</u></i>	<i>Estimate the level of residual risk in light of the controls listed in the previous column</i>	<i>State any improvements you think are necessary to reduce this residual risk factor</i>
VEHICLE HAZARDS								
Roadworthiness of vehicle (Risk of catastrophic vehicle failure)	✓	✓	✓	✓	✓	Vehicles maintained in accordance with Vehicle Inspectorate requirements. Daily vehicle inspection carried out in accordance with best practices Defect reporting procedure in place Maximum speed limit of 62.3mph (100kmh)	LOW -1	
Other road users – vehicles (Risk of collision with vehicle while coach is in motion, with possible subsequent injury to staff and passengers)	✓		✓	✓	✓	Competent drivers. All EU driving hour regulations adhered to. Seatbelts fitted in accordance with legal requirements Passengers briefed to remain seated as much as possible Mandatory wearing of seatbelts (re-enforced with signs)	LOW- 2	
Other road users – vehicles (Risk of stationary coach being struck by another vehicle)	✓		✓	✓	✓	Driver safely pulls as far off road as possible Passengers alight to a safe place away from the vehicle Vehicle lights maintained in working order and hazard warning lights fitted in accordance with Legal requirements Coach parked in designated parking bays when left unattended	LOW -1	

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	SP	E	S	O	SN			
VEHICLE HAZARDS (2)								
Access to vehicle controls and equipment: (Risk of tampering and unauthorised use of vehicle)	✓	✓	✓	✓	✓	Keys removed from ignition whenever coach is parked Driver conducts vehicle inspection prior to commencement of journey in accordance with Legal requirements	LOW- 2	Supervise vehicle when unlocked.
Reversing vehicle	✓	✓	✓	✓	✓	Need for reversing minimised where possible Coach fitted with reversing warning alarm and mirrors and camera's where fitted Competent driver in accordance with Legal requirements	LOW- 2	
Vehicle refuelling (Risk of slips and trips Risk of fire and explosion Risk of being struck by other vehicles)	✓	✓	✓	✓	✓	Passengers should not be on the vehicle during fuelling. If this cannot be avoided, passengers are to remain seated on vehicle while fuelling is in progress. No smoking while refuelling is in progress Drivers wear appropriate footwear	LOW-1	
Vehicle accident, breakdown or other major incident	✓	✓	✓	✓	✓	Emergency and breakdown procedures detailed to drivers in accordance with the Company's 'Best Practice' Passengers to be removed to a place of safety Emergency procedure (24-hour manned emergency contact number Back up procedures are set in place (for vehicle replacement and recovery) Drivers have basic first aid training First aid kit supplied on all coaches Driver has means of communication with Traffic Office Hazard warning lights and warning triangle	LOW-1	Drivers to be made aware of local procedures following road traffic accidents and breakdowns in other countries.

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	SP	E	S	O	SN			
PERSONAL RISK FACTORS Young persons – lack of safety awareness (Risk of injury due to lack of awareness of existing or potential hazards, horseplay etc.)			✓		✓	Driver gives safety announcement, in accordance with ‘Best Practice’ including: <ul style="list-style-type: none"> • Location of fire extinguishers and first aid kit • Location of emergency doors • Location of emergency kit and emergency windows • Location of emergency roof exits • Use of seatbelts • Use of arm rests and air vents Driver communicates with organiser/activity leader throughout trip	LOW-2	
Passengers – personal safety at stops (Risk of injury and abduction)	✓		✓		✓	Driver briefs passengers on duration of stop and departure time in accordance with ‘Best Practice’ Head counts on arrival and prior to departure	LOW-1	Driver to advise passengers as to any additional specific hazards at the stopping location if known. If problems are encountered at a particular stop, driver to inform Company on return so that other drivers can be briefed. Instruct young persons to remain in groups of at least two at all times while away from the vehicle.

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PERSONAL RISK FACTORS (2)								
Impaired driver performance – fatigue	✓	✓	✓	✓	✓	The company will ensure Drivers Hours are limited and monitored to comply with EU Regulations (EU no 561/2006) Routes must be correctly planned taking into account distance and time required for each leg of the journey. Tachograph/Digital tachograph records must be completed and handed into the Transport office in accordance with Drivers hand book. Two driver operations, where appropriate. Fatigue awareness training to be carried out as part of the Driver CPC (certificate of professional competence)	LOW-1	
Impaired driver performance – driver illness		✓				Driver notifies Company. Coverage will be arranged, and necessary remedial steps taken.	LOW-2	Driver to carry GHIC card
Impaired driver performance – distraction	✓	✓	✓	✓	✓	Pre-journey safety briefing in accordance with ‘Best Practice’. The Driver should only use a mobile phone for emergency calls whilst the vehicle is in motion and only then where a 'Hands Free' installation can be used. Group organiser or another nominated person seated closest to driver Supervision of passengers . No smoking or vaping on the vehicles. Drivers briefed not to use the microphone or speak directly to any person when the vehicle is in motion	LOW-1	
Impaired driver performance – stress		✓				Daily rest periods and driving breaks breaks (EU driving regulations No 561/2006) Daily driving hours not exceeded breaks (EU driving regulations No 561/2006) Route planning to avoid excessive traffic Monitoring of tachograph records Two-driver operations where necessary .Passenger code of conduct enforced by driver.24-hour emergency contact number available in accordance with ‘Best Practice’	LOW- 2	

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	SP	E	S	O	SN			
BIOLOGICAL HAZARDS	SP	E	S	O	SN			
Body fluids (Risk of contamination and subsequent illness following direct contact with bodily fluids)	✓	✓	✓	✓	✓	Cleaning materials kept on board all coaches Protective gloves made available Disposable bags available Fogging vehicles	LOW-1	Ensure all drivers are trained in cleaning procedures Ensure that an adequate supply of rubbish bags is maintained on the vehicle
ACCESS AND EGRESS	SP	E	S	O	SN			
Objects falling from overhead luggage racks	✓	✓	✓		✓	Only hand luggage allowed inside coach. Heavy items stored in luggage hold or beneath seats. Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with 'Best Practice' Passengers briefed not to move around vehicle more than is absolutely necessary	MEDIUM-3	Minimise need for passengers to access luggage during the trip
Obstructions in gangways	✓	✓	✓	✓	✓	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with 'Best Practice' Passengers briefed not to move around vehicle more than is absolutely necessary	MEDIUM-3	Activity organisers to check that gangways remain clear and free of obstruction during the journey. The driver's advice is to be followed at all times.
Liquid spills, rainwater	✓	✓	✓		✓	Cleaning materials made available Passengers briefed in accordance with 'Best Practice' not to move around vehicle more than is absolutely necessary	LOW- 2	
Blocked emergency exits	✓	✓	✓		✓	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing. in accordance with 'Best Practice' Door emergency buzzers have been checked on the driver walk around check	LOW-1	

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ACCESS AND EGRESS (2)								
Coach access steps (Risk of falling while boarding or alighting the vehicle)	✓	✓	✓	✓	✓	Well maintained vehicle floor surfaces, step nosing's etc, handrails. In vehicle lighting Ensure Group Leader or supervisor is present by the coach door when pupils are entering and leaving the coach. Exit doors must not be used except in an emergency. Observe any other traffic and pedestrians.	LOW- 2	
Other vehicles – motor vehicles and cycles (Risk of being struck by vehicles, cycles etc while alighting from coach)				✓		Competent driver in accordance with 'Best Practice' Driver issued with high visibility jacket/vest Supervision by driver Coach fitted with mirrors Hazard warning lights	LOW -2	Driver and activity organiser to check specifically for presence of other road users at the nearside of the coach before alighting.

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ENVIRONMENTAL HAZARDS								
Adverse weather conditions – snow and ice (Risk of vehicle skids with subsequent vehicle damage. Risk of loss of time with consequent effects on itinerary)	✓	✓	✓	✓		Weather reports monitored Information provided to passengers Snow chains issued and drivers instructed in their use (when necessary and legally required) Competent and trained drivers Itinerary altered as necessary to avoid or reduce exposure to adverse weather.	LOW-1	Obtain advice from local meteorological office.
Boarding/alighting vehicle	✓					Passengers alight from vehicle in designated drop off areas where possible Driver briefs passengers to take extra care when alighting from and returning to vehicle Vehicle fitted with hazard warning lights	LOW-2	
Variations in terrain e.g. soft or uneven ground (Risk of trips and falls and of delays to journey)	✓					Competent drivers Route planning to avoid known problem areas Driver awareness of hazardous terrain Seat belts fitted	LOW-1	Take spade and boards if it is anticipated that the vehicle will be travelling over soft ground.

Risk rating

SEVERITY	1	2	3
LIKELIHOOD	MINOR INJURY	SIGNIFICANT INJURY	MAJOR INJURY
IMMINENT OR VERY LIKELY 3	3 ACTION WITHIN 6 MONTHS	6 ACTION WITHIN 1 MONTH	9 PROHIBITION/IMMEDIATE ACTION
LIKLEY 2	2 ACTION WITHIN 6 MONTHS	4 ACTION WITHIN 3 MONTHS	6 ACTION WITHIN 1 MONTH
UNLIKELY 1	1 LOW RISK	2 ACTION WITHIN 6 MONTHS	3 ACTION WITHIN 6 MONTHS

LIKELIHOOD x SEVERITY

9	=	REQUIRES IMMEDIATE ACTION
6	=	ACTION WITHIN 1 MONTH
4	=	ACTION WITHIN 3 MONTHS
2-3	=	REVIEW WITHIN 6 MONTHS
1	=	REVIEW IN ONE YEAR, OR SOONER IF CIRCUMSTANCES CHANGE