

GPGs Coach Travel Risk Assessment

Schools: Abbey School, London Rd, Faversham, Kent, ME13 8RZ. Chailey School, Mill Lane, South Chailey, Lewes, BN8 4PU

Visit to: Peace Village, Messines, Belgium

Depart Date: 17/09/17. Return Date: 22/09/17

Hazard	At Risk	Risk Rating	Risk Outcome	Control Measures
COACH TRAVEL				
Road traffic accident (Coach)	All	Med	Low	Coach booked from reputable company Ensure operator holds current Operators licence Ensure that Company has both vehicle and public liability Insurance Make sure everyone knows what to do in an emergency before setting off Ensure that seatbelts or lapbelts are used by all including staff Ensure ALL passengers remain seated whilst the vehicle is moving, irrespective of speed of travel
Condition of vehicle/driver	All	High	Low	Confirm with company that vehicle is fully road worthy
Driver competence	All	Med	Low	Confirm with company that the driver is experienced and knows route. Ensure company policy states no use of mobile phones by driver whilst driving
Overloading - passengers/luggage	All	Med	Low	Ensure coach company policy states 1 person per seat and no luggage in aisles on seats
Boarding/disembarking	Children	Med	Low	Ensure disembarking points are free from moving traffic
Breakdown Contingency	All	Med	Low	Obtain company policy on dealing with breakdown
Comfort Stops and associated hazards	Children	Med	Low	Agree number and location before departure Staff to be first off the coach and to make quick assessment of hazards
Safety equipment	All	Med	Low	First Aid kit carried
Supervision strategy	All	Med	Low	Supervising staff seated throughout the vehicle to ensure safety; front, middle and rear
Embarkation & Disembarkation	All	Med	Low	Ensure member of staff is monitoring children using the steps carefully Children board one by one

(Separation from group)				Coach parks where there is a safe pavement where children can disembark onto with ease Headcounts at regular intervals: Before embarkation Once seatbelts are put on and all are on coach On disembarkation On arrival at destination
Ferry / Shuttle				
Boarding/disembarking	Children	Med	Low	Ensure disembarking points are free from moving traffic Ensure group toilet visits on the Shuttle are stewarded by staff.
Supervision strategy	All	Med	Low	Supervising staff located within the vehicle to ensure safety of all passengers; front, and rear (adjacent to the emergency exit door) Headcounts before all departures
Embarkation & Disembarkation	All	Med	Low	Ensure member of staff is monitoring children using the steps carefully Children board one by one Mini Bus parks where there is a safe pavement where children can disembark onto with ease
WALKING TO AND FROM COACH				
Other adults on footpath	All	low	low	Adults and children made aware of passing pedestrians by group leader. Single-file created at position furthest from traffic for pedestrians to pass safely.
Road traffic accident	All	Med	Low	Children advised how to walk safely before leaving school site. Ratio of competent adults:children - 1:5 minimum Make sure everyone knows what to do in the case of an emergency. Adult leader has charged mobile telephone. Adults at front and back of group. Supervising adults always positioned closest to passing traffic with children walking furthest from the kerb edge.
Hazards on path	All	Med	Low	Adult leader makes quick assessment of hazards; uneven surfaces, obstructions, road/path repairs. Safest route identified and followed by all.
Adult competence	Pupils	Med	Low	Make sure all adults are competent and aware of procedures and route. First Aider attending visit, carrying first aid supplies en-route to cathedral.
Crossing roads	All	Med	Low	Group leader, identified before all journeys.

Signed: Position: Date: