

**First Travel Solutions Limited.**

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## **Group Leader/Teacher Resource: Transport Risk Assessment**

The purpose of this sheet is to enable schools / groups to use this information for the development of risk assessments in order to satisfy the obligations placed by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

The following hazards have been identified as being areas that require controls when travelling with a group. **Control measures indicated are recommendations only. A version of this document should be adapted/amended by group leaders to reflect their own journey.**

### **Travel Risk Assessment:**

This travel risk assessment gives the group leader and fellow staff an indication as to what to look out for in terms of hazards during the transport element of your trip. This may include incidents that happen during the actual journey or whilst waiting/preparing your group for boarding and alighting from the vehicle. This process gives the organiser an opportunity to make informed decisions on managing risk and an opportunity to look at ways to prevent – or minimise – these potential issues. A risk assessment looks at what risk may exist, who could be harmed, the likelihood of the risk occurring and the severity of the hazard.

- |                                |                               |                                  |                            |
|--------------------------------|-------------------------------|----------------------------------|----------------------------|
| <b>1. Identify the risk</b>    | What to consider              |                                  |                            |
| <b>2. Who could be harmed?</b> | <b>S</b> = Staff/Group Leader | <b>C</b> = Children/participants | <b>GP</b> = General Public |
| <b>3. Likelihood of risk?</b>  | <b>1</b> = Low                | <b>3</b> = Medium                | <b>5</b> = High            |
| <b>4. Severity of risk?</b>    | <b>1</b> = Low                | <b>3</b> = Medium                | <b>5</b> = High            |

The following methodology has been designed to identify, quantify and measure the total risk evident:

**RISK = SEVERITY OF HAZARD X LIKELIHOOD OF OCCURRENCE**

The higher the number calculated within the matrix, the greater the need for a control measure and immediate action. The risk assessment documentation should where possible state realistic time scales within which the action or control measures outlined should be taken.

**EXAMPLE Who is at risk?****SG** = Staff/Group Leader    **C** = children**GP** = General Public

| <b>Risk</b>                                                               | <b>At Risk</b> | <b>Existing Controls</b>                                                                                                                                                                                                                                                                      | <b>Likelihood of Risk</b> | <b>Severity of Risk</b> | <b>Overall Risk</b> | <b>Additional Suggestions</b>                                                                                                                                                                                         |
|---------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leaving participants/staff behind as vehicle departs</b>               | SG/C           | Group Leader to have a hard copy of participants list on which each name is ticked off as each participant boards the vehicle. Responsible Adults must be vigilant that children or others do not disembark once ticked off as on-board. Additionally, carry out a headcount before departing | 1                         | 3                       | 3                   | Create a participant list for use whenever boarding or alighting the vehicle. Additionally, carry out a headcount before departing<br><br>All responsible adults should be briefed on this aspect by the Group leader |
| <b>Services Station stops</b>                                             | SG/C           | Responsible adults to monitor which children disembark and then check back on when returning to the vehicle                                                                                                                                                                                   | 1                         | 2                       | 2                   | Create a participant list for use whenever boarding or alighting the vehicle. Additionally, carry out a headcount before departing                                                                                    |
| <b>Passengers standing whilst vehicle is in motion</b>                    | SG/C           | Adults and children should use the seatbelts provided. Staff must be spread throughout the vehicle to ensure children are managed appropriately to minimise the opportunities for children to “wander”                                                                                        | 2                         | 3                       | 6                   | Inform all children of the importance of staying sitting down and wearing seat belts before the coach departs.                                                                                                        |
| <b>Passengers being hit by falling objects stored in overhead lockers</b> | SG/C           | All luggage to be stored in the coaches’ “hold”. Staff to check any hand luggage is secure in overhead lockers BEFORE departure                                                                                                                                                               | 1                         | 2                       | 2                   | Group Leader to carry out walk through of coach prior to departure                                                                                                                                                    |

|                                                              |      |                                                                                                                                                                                                                         |   |   |   |                                                                                                                                   |
|--------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Coach failing to arrive/depart leaving group stranded</b> | SG/C | Contact First Travel Solutions directly on their contact number to rectify the situation                                                                                                                                | 1 | 5 | 5 | Group Leader to carry control contact numbers:<br><br><b>TEL: 0345 5280270<br/>op 1 then op 1</b>                                 |
| <b>Dehydration en-route</b>                                  | SG/C | Group Leader should ensure all children have enough fluids available in relation to the length of journey.                                                                                                              | 1 | 3 | 3 |                                                                                                                                   |
| <b>Tomfoolery/unruly behaviour</b>                           | C/GP | Responsible adults must ensure that children are fully briefed on the required behaviour around vehicles and busy roads. Children should also be briefed on the details of the journey and know exactly what to expect. | 1 | 3 | 3 | When using public areas children should be monitored closely by staff                                                             |
| <b>Contact with the general public</b>                       | C/GP | Responsible adults must ensure that children are always chaperoned and not allowed to wander away from the main group, particularly where they may be out of sight of staff.                                            | 1 | 3 | 3 | We suggest staff should hold a preliminary meeting with the whole group to go through the importance of adhering to this control. |

In the event of an **EMERGENCY** – follow the usual emergency procedures **dialling 999** and requesting the appropriate emergency service.