

Risk Assessment for Children’s Services (Schools).



|                   |                                  |             |  |
|-------------------|----------------------------------|-------------|--|
| Assessment Title: | Coach Travel from ..... to ..... | Ref. Number |  |
|-------------------|----------------------------------|-------------|--|

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|--------------|---|----------------------------|--|
| School Name: | The Froebelian School<br>Clarence Road<br>Horsforth<br>LS18 4LB | Confirm HSE Covid Secure : | VENUE / ACTIVITY:<br><br>HSE Covid Secure signed ..... Visit Leader PRINT<br>..... |
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|                             |                           |                     |                         |
|-----------------------------|---------------------------|---------------------|-------------------------|
| Date Assessment Undertaken: | Name of Assessor (print): | Assessor Signature: | Assessment Review Date: |
| Sept 2021                   |                           |                     | Sept 2022               |

|  |  |                                     |                               |
|--|--|-------------------------------------|-------------------------------|
| Name of Head Teacher / Centre Manager (print): | Head Teacher / Centre Manager Signature: | Name of Chair of Governors (print): | Chair of Governors Signature: |
| Catherine Dodds                                |  | Rosey James                         |                               |

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| Main Legislation and/or Information Source: | - Health & Safety at Work Act 1974.<br>- Management of H & S at Work Regulations 1999. |
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**Guidance:**  
 This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes above may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment’s control measures.
6. The Visit Leader is responsible for completing the ‘Action’ and ‘Complete Y/N (Date)’ columns.

Once criteria 1-6 have been satisfied, you should remove the ‘Sample’ watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says ‘No Watermark’ or ‘Page Layout’ – ‘Watermark’ – ‘Remove Watermark’ or ‘DESIGN’ - Watermark – Remove Watermark.

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| What are the hazards?                              | Who might be harmed?                  | Control Measures.<br>What are you already doing?  | What further action is necessary? | Action By Whom? | Action By When? | Complete Y/N (Date) |
|--|---------------------------------------|---|-----------------------------------|-----------------|-----------------|---------------------|
| <b>Injury as a result of road traffic accident</b> | Pupils, staff and other adult helpers | <ul style="list-style-type: none"> <li>◆ Use of reputable coach operator.</li> <li>◆ Transport Provider form E3 is available to use if provider is NOT listed under the E3 tab on Evolve.</li> <li>◆ Ensure drivers do not exceed specified driving periods.</li> <li>◆ All to sit forward facing and wearing seatbelts at all times</li> <li>◆ Using the on board toilet should be avoided whilst the coach is in motion.</li> <li>◆ Regular toilets stops must be made.</li> <li>◆ Members of staff to be positioned adjacent to emergency exit of vehicle.</li> <li>◆ Pupils are not to sit on the seat behind driver or to speak to or distract the driver in any way.</li> <li>◆ Driver not to use mobile phone whilst vehicle in motion.</li> <li>◆ Staff to make a careful assessment before removing seat belt whilst vehicle is in motion before attending to any situation within the coach- road type; speed; weather etc</li> </ul>   |                                   |                 |                 |                     |
| <b>Falls from moving vehicles</b>                  | Pupils, staff and other adult helpers | <ul style="list-style-type: none"> <li>◆ Strict supervision at all times</li> <li>◆ Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> <li>◆ Members of staff to be positioned adjacent to emergency exit of coach).</li> <li>◆ Pupils should be broken down into smaller groups for embarkation/disembarkation.</li> <li>◆ If disembarking on the road (especially if abroad), pupils should be lead off coach in single file with adults at the front and rear of group. This should be done in small groups rather than one long stream.</li> <li>◆ Staff to be seated at varied locations throughout coach to ensure effective supervision.</li> <li>◆ <b>Where travel is on a UK coach abroad, clear safety instructions to be given to pupils/staff by group leader prior to disembarkation relating to opposite flow of traffic.</b></li> <li>◆ <b>Strict supervision if coach is unable to park with doors adjacent to pavement.</b></li> </ul> |                                   |                 |                 |                     |

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| <b>Falls in moving vehicle</b>            | Pupils, staff and other adult helpers | <ul style="list-style-type: none"> <li>◆ Group members to stay seated with seatbelts fastened whilst vehicle is moving.</li> <li>◆ Seat belts only to be removed when the vehicle has come to a stop.</li> </ul>  |  |                        |                        |                            |
| <b>Struck by moving vehicles</b>          | Pupils, staff and other adult helpers | <ul style="list-style-type: none"> <li>◆ Strict supervision at all times.</li> <li>◆ Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads.</li> <li>◆ Pupils to be made aware of safe collection points.</li> <li>◆ Pupils to disembark in small groups rather than one long stream.</li> </ul>   |  |                        |                        |                            |
| <b>Sickness / medical conditions</b>      | Pupils, staff and other adult helpers | <ul style="list-style-type: none"> <li>◆ Sick bags / buckets &amp; appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the bus &amp; should sit towards the front. They should make themselves known to staff members.</li> <li>◆ If medication for travel sickness is taken prior to journey, ensure teachers are aware of this.</li> <li>◆ Be aware of any allergies / medical conditions that children suffer from before visit &amp; ensure that proper precautions are taken to deal with them before they occur on the visit.</li> </ul> |  |                        |                        |                            |
| <b>Vehicle Breakdown/ RTA/ Evacuation</b> | Pupils, staff and other adult helpers | <ul style="list-style-type: none"> <li>◆ Group Leader to assess risks with driver and colleagues to determine the course of action dependant on weather, communications, position of breakdown, age of pupils.</li> <li>◆ If possible, choose safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard light on and call the emergency services if on roadside and cannot disembark.</li> <li>◆ Ensure group has means of summoning assistance in case of breakdown.</li> </ul> <p>If vehicle to be exited follow controls as per being struck by moving vehicles.</p>   |  |                        |                        |                            |
| <b>School identified hazards?</b>         | <b>Who might be harmed?</b>           | <b>Evaluate the risks. Control Measures</b>   | <b>What further action is necessary?</b> | <b>Action By Whom?</b> | <b>Action By When?</b> | <b>Complete Y/N (Date)</b> |
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ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s).

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?

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| <br><b>CATCH IT</b><br>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze. | <br><b>BIN IT</b><br>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible. | <br><b>KILL IT</b><br>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can. |
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