

Risk Assessment - Renown Group Coach Hire

Hazard	People Harmed	Risk Control	Further Action
Road Accident	All	If the conditions of either the bus or the driver are considered to be dangerous the venture is not allowed to proceed.	Ensure that buses used have appropriate documentation and drivers hold relevant qualifications prior to booking.
Road Accident Injuries to Passengers	All	<p>Young people sitting in seats with seat belts fastened at all times when the bus is in motion.</p> <p>Young people must not be allowed to move around the vehicle when it is in motion.</p> <p>Where there is a toilet on board it is used only in an emergency. Toilet stops arranged for the journey at appropriate intervals.</p> <p>Young people must not distract the driver when the vehicle is in motion.</p> <p>Appropriate insurance is arranged for young people during the journey.</p>	Staff supervision to ensure that this is complied with throughout the journey.
Road Accident	All	<p>If the accident is not serious.</p> <p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not, then move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p align="center">IF THE ACCIDENT IS SERIOUS</p> <p>Move those able to walk away from the scene of the accident, keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best you can until emergency help arrives.</p>	<p>Control communications with parents.</p> <p>Contact school as soon as possible.</p> <p>Control communications with parents.</p> <p>Contact school as soon as possible.</p> <p>Co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents or guardians arrive.</p>
Mechanical Breakdown Motorway	All	Get the party behind the side crash barrier as soon as possible.	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>Check transport that firms have procedures in place to cover such circumstances.</p>
Breakdown of Transport (Normal Roads)	All	On a normal road, keep pupils safe by remaining on the transport if it is safe to do so.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.

		<p>If not, then move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	<p>Check transport that firms have procedures in place to cover such circumstances.</p>
<p>Young Person Becomes Ill or Injured</p>	<p>Young People</p>	<p>Young people informed what to do in case of an emergency.</p> <p>Member of staff identified to accompany the ill or injured young person to hospital if necessary.</p> <p>Staff will remain there until parents / guardians arrive or the patient is released.</p>	<p>Supervision reorganised to take into account the member of staff now off-site.</p> <p>Arrangements to return the member of staff and young person if necessary either to school or the intended venue.</p>
<p>Members of Staff Becomes Ill or Injured</p>	<p>Staff</p>	<p>Supervision reorganised to take into account the member of staff now missing.</p> <p>Contact made with establishment so that next of kin can be informed as soon as possible.</p> <p>Plan B brought into play if supervision levels now prevent the original activities from taking place.</p> <p>Additional / replacement member of staff to join the venture to maintain supervision levels.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained.</p>	<p>Plan B prepared and fully risk assessed.</p> <p>Contact Outdoor Education Advisor for advice.</p>
<p>Young Person Gets Lost</p>	<p>Young People</p>	<p>Head count taken on a regular basis especially when young people leave and reboard transport.</p>	
<p>Child Protection</p>	<p>Young People</p>	<p>Staff supervision to ensure that there is no time where the driver is alone with either individual or small groups of people.</p> <p>Supervision of young people at public toilet if used during the visit. The age and maturity of the young people will have to be taken into account.</p> <p>All drivers are CRB checked.</p>	<p>If there is not the same sex supervision for this, use the unisex disabled toilet.</p>