

Health and Safety Risk Assessment by Voel Coaches Ltd.



Document to be made available at time of booking to all travelling to outdoor centres in North Wales.

Task and area to be assessed	Transportation to and from approved outdoor centres in North Wales : Lledr Hall	Description of task and area to be assessed	Whole journey made by vehicle transporting school children between schools and outdoor centres
Assessing officer	Geraint Higginson (Assistant Transport Manager)	Date of completion	20 th October 2022
Notes	This is in addition to the general travel risk assessment for schools. Document relates to the Salford Council operated outdoor centre: Lledr Hall near Dolwyddelan.		

Risk Assessment Guidance Notes

Each risk is assessed against the **likelihood** of an incident occurring and should it happen the **severity** of the consequences. A score is applied for the likelihood and severity to determine the **risk level** is calculated which determines the most appropriate action required.

Likelihood:

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur?

Level	Descriptor	Description
5	Almost certain	Likely to occur on many occasions, a persistent issue
4	Likely	Will probably occur but is not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare	Can't believe that this will ever happen

Severity:

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident?

Level	Descriptor	Actual or Potential Impact on Individual(s)
5	Catastrophic	DEATH
4	Major	PERMANENT INJURY e.g. RIDDOR reportable injury/ ill health retirement/ redeployment.
3	Moderate	SEMI-PERMANENT INJURY

		e.g. injury that takes up to 1 year to resolve or requires Occupational Health involvement/rehabilitation.
2	Minor	SHORT TERM INJURY e.g. injury that has been resolved within one month.
1	Insignificant	NO INJURY OR ADVERSE OUTCOME.

Risk level and actions to be taken:

Probability	Severity				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

Risk level = Severity x Likelihood			
High	15 - 25	Immediate action	
Medium	5 - 12	Action within 30 days	
Low	1 - 4	Monitor	

General risk assessment for travel:

Activity and hazards identified	Risk and to who?	Initial Risk Level			Control Measures in place by Voel Coaches	Risk Level after Control Measures in place		
		Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
Access Dolwyddelan Village	<ul style="list-style-type: none"> ➤ Vehicle contact with hedgerows/ sharp bends/ narrow bridges/ parked vehicles: Hidden objects causing bodywork damage and abrupt stoppage of vehicle. ➤ Oncoming traffic & emergency stops: Passenger injury due to belts and headrests. 	3	3	9	<ul style="list-style-type: none"> ➤ Driver to follow set route to access Dolwyddelan drop off point near War memorial. ➤ Periodic route assessment by Voel Coaches to identify hazards. ➤ Driver to ensure road speed appropriate for conditions. ➤ Insist that passenger remain seated at know speeds with seatbelts worn. ➤ Periodic maintenance of vehicle braking systems and tyres. 	2	2	4

<p>Transfer to 16-seat minibus at Dolwyddelan War memorial.</p> <p>Note: Smaller vehicles are provided by Lledr Hall.</p>	<ul style="list-style-type: none"> ➤ Passing traffic: All stakeholders (drivers, staff, students, 3rd party). ➤ Moving luggage: Driver injury ➤ Vehicle manoeuvring: All stakeholders at risk of contact with passing vehicles. 	3	4	12	<p>Mitigating actions listed rely on effective communication between all parties.</p> <ul style="list-style-type: none"> ➤ Staff and drivers to be issued with high-visibility clothing. ➤ Inform the centre of arrival and departure times. ➤ Passengers and students to wait on main vehicle for transfer vehicles to arrive. Alternatively (weather dependant) can wait on pavement or nearby field. ➤ Travelling staff to monitor students waiting. ➤ Coach manoeuvring in red area on map: Voel Coaches drivers to assist in manoeuvring/banking. All passengers to remain on vehicle and seated. ➤ Coach to ensure the use of hazard warning lights and reversing horn (where fitted). 	2	2	4
Loading of vehicle	<ul style="list-style-type: none"> ➤ Physical harm from strain: Driver ➤ Physical harm-head injury: Driver ➤ As above for passengers 	3	3	9	<ul style="list-style-type: none"> ➤ Driver participates in relevant periodic CPC training covering manual handling. ➤ Company informs group at time of booking the recommended size and weight of baggage. ➤ Driver to inspect luggage compartment to identify low points (potential head injury) before loading. ➤ Passengers are NOT to load/unload baggage from locker compartments. 	2	1	2
Main vehicle manoeuvring	<ul style="list-style-type: none"> ➤ Suggested turning point near train station: Narrow walled roads. Vehicle could strike passers-by. 	4	3	12	<ul style="list-style-type: none"> ➤ Staff and drivers to be issued with high-visibility clothing. ➤ Driver encouraged to physically observe the turning point before committing to manoeuvre. ➤ No passengers and students on main vehicle during this time. ➤ Coach to ensure the use of hazard warning lights, reversing horn (where fitted) and reverse camera. ➤ Periodic driver assessment focussing on safe manoeuvring. 	2	2	4

Student and passenger behaviour	<ul style="list-style-type: none"> ➤ Distraction to driver: Other road users. ➤ Abuse to driver: physical harm to driver. 	2	3	6	<ul style="list-style-type: none"> ➤ Company to inform group that behaviour of students are the responsibility of the travelling group leader. ➤ Drivers to report issues to company. ➤ CCTV installed on vehicles to deter and/or review incidents. ➤ Refusal of travel in extreme cases. 	1	1	1
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Further actions required:

- Drivers to feedback to management after each group transfer at Dolwyddelan village to allow detailed evaluation of current risk assessment.