

# 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.

<b>Task and area to be assessed</b>	Transportation to and from approved outdoor centres in North Wales : Opendoor Centre, Cefn.	<b>Description of task and area to be assessed</b>	Whole journey made by vehicle transporting school children between schools and outdoor centres
<b>Assessing officer</b>	Geraint Higginson (Assistant Transport Manager)	<b>Date of completion</b>	20 <sup>th</sup> October 2022
<b>Notes</b>	This is in addition to the general travel risk assessment for schools. Document relates to the Opendoor adventure centre in Cefn near St.Asaph.		

## 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:

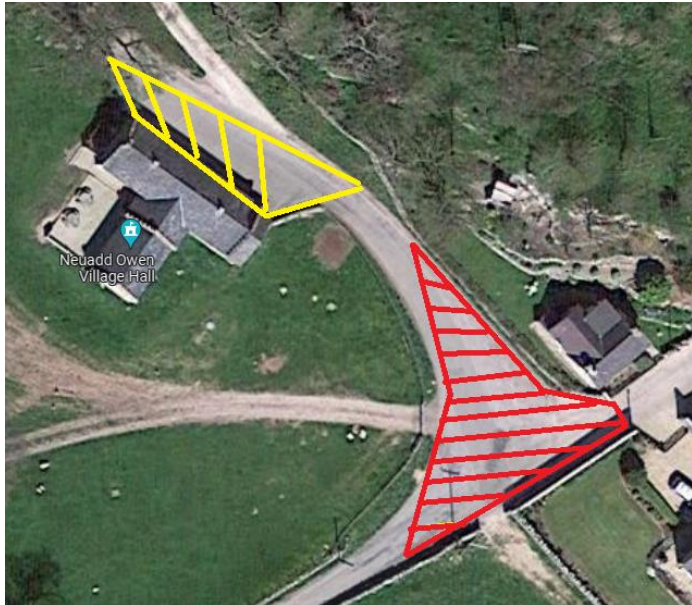
Probability	Severity				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

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	
<p>Narrow lanes to access Cefn Village and adventure centre.</p> <p>Also applies to the 16-seat transfer vehicle.</p>	<ul style="list-style-type: none"> <li>➤ Vehicle contact with hedgerows/ sharp bends/ narrow bridge: Hidden objects causing bodywork damage and abrupt stoppage of vehicle.</li> <li>➤ Oncoming traffic &amp; emergency stops: Passenger injury due to belts and headrests.</li> <li>➤ Poor road conditions i.e mud and potholes: Passengers injury due to excessive vehicle body roll.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>➤ Driver to follow set route along the unnamed road from St.Asaph to Cefn Village Hall (Neuadd Owen)</li> <li>➤ Periodic route assessment by Voel Coaches to identify hazards: hedgerow condition, road condition, changes of farm access.</li> <li>➤ Driver to ensure road speed appropriate for conditions.</li> <li>➤ Use of a support vehicle if needed due to weather conditions and/or light levels.</li> <li>➤ Insist that passenger remain seated at know speeds with seatbelts worn.</li> <li>➤ Periodic maintenance of vehicle braking systems and tyres.</li> </ul>		3	2	6

<p>Transfer to 16-seat minibus at Cefn Village hall</p>	<ul style="list-style-type: none"> <li>➤ Passing traffic: All stakeholders (drivers, staff, students, 3<sup>rd</sup> party).</li> <li>➤ Moving luggage: Driver injury</li> <li>➤ Vehicle manoeuvring: All stakeholders at risk of contact with main coach when turning.</li> <li>➤ Farm traffic: All stakeholders.</li> </ul>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Mitigating actions listed rely on effective communication between all parties.</p> <ul style="list-style-type: none"> <li>➤ Staff and drivers to be issued with high-visibility clothing.</li> <li>➤ Inform the centre/village hall/farm of arrival and departure times.</li> <li>➤ Passengers and students to wait in/by village hall for 16-seat vehicle transfers. See yellow area on map. Option to use adjoining field in good weather. Travelling staff to monitor students waiting in yellow area.</li> <li>➤ Coach manoeuvring in red area on map: Voel Coaches drivers to assist in manoeuvring/banking. All passengers to remain on vehicle and seated.</li> <li>➤ Coach to ensure the use of hazard warning lights and reversing horn (where fitted).</li> </ul>	<p>2</p>	<p>2</p>	<p>4</p>
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<p>Opendoor centre Entrance and Exit of Vehicle (16-seat minibus)</p>	<ul style="list-style-type: none"> <li>➤ Tight turn and manoeuvre into/out centre: Collision between vehicle and gate walls.</li> <li>➤ Box trailer: Collision between vehicles/gate.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>➤ Driver has been shown the entrance and should reverse down the driveway.</li> <li>➤ Centre aware of arrival time to ensure no other obstruction by vehicles arriving, departing, or parking near the entrance.</li> <li>➤ Vehicle selected for journey will be suitable for the gate width.</li> <li>➤ Driver licence check: driver to have entitlement on licence to tow a box trailer.</li> <li>➤ Periodic training review of trailer manoeuvring while attached to 16-seat minibus.</li> </ul>	2	2	4
<p>Moving within/around the vehicle while in motion</p>	<ul style="list-style-type: none"> <li>➤ Losing balance or slipping: Passengers</li> <li>➤ Distraction to driver: Other road users.</li> <li>➤ Blind spots: Camp pedestrians or students knocked by vehicle</li> </ul>	3	4	16	<ul style="list-style-type: none"> <li>➤ Driver to inform passengers of the requirement to be seated and seatbelts to be worn while in transit even at low speeds.</li> <li>➤ Signage added to vehicles to indicate the wearing of seatbelts. Request staff are supportive of this.</li> <li>➤ One seat allocated per passenger.</li> <li>➤ Driver can request use of a banksman or courier to support the monitoring of blind spots and informing passers-by.</li> <li>➤ Driver to make use of warning lights and reverse horn where fitted.</li> </ul>	2	3	6
<p>Loading of vehicle</p>	<ul style="list-style-type: none"> <li>➤ Physical harm from strain: Driver</li> <li>➤ Physical harm-head injury: Driver</li> <li>➤ As above for passengers</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>➤ Driver participates in relevant periodic CPC training covering manual handling.</li> <li>➤ Company informs group at time of booking the recommended size and weight of baggage.</li> <li>➤ Driver to inspect luggage compartment to identify low points (potential head injury) before loading.</li> <li>➤ Passengers are NOT to load/unload baggage from locker compartments.</li> </ul>	2	1	2
<p>Student and passenger behaviour</p>	<ul style="list-style-type: none"> <li>➤ Distraction to driver: Other road users.</li> <li>➤ Abuse to driver: physical harm to driver.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>➤ Company to inform group that behaviour of students are the responsibility of the travelling group leader.</li> <li>➤ Drivers to report issues to company.</li> <li>➤ CCTV installed on vehicles to deter and/or review incidents.</li> <li>➤ Refusal of travel in extreme cases.</li> </ul>	1	1	1

**Further actions required:**

- Drivers to feedback to management after each group transfer at Cefn Village hall to allow detailed evaluation of current risk assessment.