

# 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 educational centres and/or attractions.	<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>	3 <sup>rd</sup> October 2023

## 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
Boarding and alighting the vehicle	<ul style="list-style-type: none"> <li>Slipping or tripping on coach steps: All passengers including driver.</li> <li>Trapped clothing/baggage in doors: Passengers.</li> <li>Third party vehicles passing and hitting a person: All passengers including driver.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Ensure service and emergency doors are kept clean and clear of obstructions.</li> <li>Ensure doors are clear before proceeding.</li> <li>Driver to park so that passengers embark/disembark on onto pavement where/when possible.</li> <li>Doors to remain closed when vehicle is in motion.</li> <li>Driver to pay attention to hazards including traffic and obstructions at boarding points.</li> <li>Specific route assessment completed with the driver.</li> <li>Driver to monitor passengers boarding/alighting.</li> <li>Driver to make use of the kneeling function if fitted.</li> </ul>	2	2	4
Moving within the vehicle while in motion	<ul style="list-style-type: none"> <li>Losing balance or slipping: Passengers</li> <li>Distraction to driver: Other road users.</li> </ul>	2	4	8	<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.</li> <li>Signage added to vehicles to indicate the wearing of seatbelts.</li> <li>Follow codes of practice of the Highway code MV(WSB)R 93/2006.</li> <li>One seat allocated per passenger.</li> <li>New (2023) 'Private Hire Safety Handout for School Transport' card to be provided to the group leader to provide safety guidance on board the vehicle.</li> </ul>	2	2	4

<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>	<p>4</p>	<p>4</p>	<p>16</p>	<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>	<p>2</p>	<p>2</p>	<p>4</p>
<p>Vehicle defects</p> <ul style="list-style-type: none"> <li>○ Breakdowns: All passengers, driver and other road users.</li> <li>○ Failure of vehicle features: All passengers, driver and other road users.</li> </ul>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>○ Six weekly PSV checks.</li> <li>○ Annual MOT pre-inspection checks plus MOT testing.</li> <li>○ Nil defect reporting</li> <li>○ Regular vehicle maintenance checks.</li> <li>○ Only use vehicles with tax, MOT, valid insurances and operator's licence.</li> <li>○ Driver aware of emergency procedures related to Highway code rules 274 and 283.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Driver licence issues</p> <ul style="list-style-type: none"> <li>○ All passengers and road users</li> </ul>	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> <li>○ Six monthly driver checks for certification of class entitlement and endorsements.</li> <li>○ Drivers pass enhanced DBS check when transporting children.</li> </ul>	<p>1</p>	<p>1</p>	<p>1</p>
<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>	<p>3</p>	<p>3</p>	<p>9</p>	<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> <li>○ New (2023) 'Private Hire Safety Handout for School Transport' card to be provided to the group leader to provide safety guidance on board the vehicle.</li> </ul>	<p>3</p>	<p>1</p>	<p>3</p>

Unattended vehicle and/or vehicle security	<ul style="list-style-type: none"> <li>○ Loss of property: Passengers</li> <li>○ Theft of vehicle: Company</li> <li>○ Clandestine persons</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>○ Driver makes use of; isolation switches, removes keys, and locks doors/lockers when leaving vehicle.</li> <li>○ Driver remains on board while passengers are on board.</li> <li>○ Vehicle not to be left idling and unattended.</li> <li>○ Driver to use the vehicle security check sheet when crossing international borders.</li> </ul>	1	1	1
Adverse weather conditions	<ul style="list-style-type: none"> <li>○ All passengers, drivers, other road users.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>○ Company to monitor and liaise with groups and centres regarding extreme weather forecasts. Will advise if travel is safe.</li> <li>○ Major routes are treated and maintained, yet a risk will be assessed if minor roads are being used e.g country lanes and fallen trees</li> <li>○ Driver to drive to conditions of the road e.g use of fog lights.</li> </ul>	2	1	2
Traffic accident	<ul style="list-style-type: none"> <li>○ All passengers, drivers and other road users</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>○ Driver adheres to Highway code and company driver's handbook.</li> <li>○ Driver to follow directions provided by road agencies/traffic officers.</li> <li>○ CCTV installed to help review any accident.</li> <li>○ All vehicles fitted with first aid kit and fire extinguishers.</li> <li>○ Driver makes group leaders aware of emergency fire escapes on vehicle prior to departure.</li> </ul>	2	2	4
Illness	<ul style="list-style-type: none"> <li>○ Illness (vomiting): All passengers and driver.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>○ First aid kit carried on all vehicles.</li> <li>○ Cleaning supplies available on the vehicle.</li> <li>○ Driver can arrange additional comfort stops if required.</li> </ul>	2	1	2

**Further actions required:**

- Based on the control measures in place for general travel, the risk levels in each category initially indicated as 'high risk' have been significantly reduced.
- No further actions are required. In the event of an incident, the category will be reassessed with all relevant stakeholders.
- Additional risk assessments will be required for specific destinations requested by groups.