

# 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 : Urdd Centre (Glan Llyn), Bala	<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 Urdd Centre (Glan Llyn) in Bala.		

## 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
Glan Llyn Entrance and Exit of Vehicle	Tight turn and manoeuvre into/out camp: Collision between vehicle and gate walls.	3	2	6	<ul style="list-style-type: none"> <li>➤ Driver has been shown the entrance and should approach from Prestatyn direction to support turning.</li> <li>➤ Camp 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> </ul>	2	2	4
Moving within/around 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> <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
Loading of vehicle	<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

Student and passenger behaviour	<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
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**Further actions required:**

- Drivers to feedback to management after each group drop-off at Glan Llyn to allow detailed evaluation of current risk assessment.