

Transport Risk Assessment

Our current forest school sessions take place on site so no transport is involved. However the document attaché below is an example of the risk assessment form we complete when using coach or minibus travel. There is also an example of a risk assessment I completed for a short rail journey.

OAKFIELD PRIMARY SCHOOL RISK ASSESSMENT FOR COACH / MINIBUS TRANSPORT

| MANDATORY REQUIREMENTS (NOT TO BE ALTERED) | Events / Circumstances that could increase risk | Name of visit destination. |
|---|--|---|
| <ul style="list-style-type: none"> Supervisory ratio's of _4_: _34_ (Adults : Pupils). Parental consent to be obtained for this activity. | <ul style="list-style-type: none"> Attendance of other parties of children Large numbers of people at the site | Beeston Residential Field Trip July 8 th to July 10 th 2015 |
| Name of coach/minibus company used. | Date transport to be used. | Any planned stops en-route to destination? If so, where? When? (Use attached sheet). |
| | July 8 th to July 10 th 2015 | Cheshire Ice Cream Farm 8/07/15 |

| Hazard observed | Who may be harmed ? | Risk rating before controls Consequence x Likelihood= | Control Measures | Risk rating after controls Consequence x Likelihood= | Control measures by: Initial |
|---|---------------------------------------|--|---|---|---------------------------------|
| Injury as a result of road traffic accident | Pupils, staff and other adult helpers | Unacceptable | <ul style="list-style-type: none"> Use of reputable coach operator. Ensure drivers do not exceed specified driving rest periods. All group members to sit forward facing and wearing seatbelts at all times except to go to the toilet – one at a time or to supervise the pupils. Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate). Pupils are not to sit on the seat behind driver or to speak to or distract the driver in any way. Driver not to use mobile phone whilst vehicle in motion. | Moderate | |
| Falls from moving vehicles | Pupils, staff and other adult helpers | Substantial | <ul style="list-style-type: none"> Strict supervision at all times Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. Members of staff to be positioned adjacent to emergency exit of coach (and minibus where appropriate). Pupils should be broken down into smaller groups for embarkation / disembarkation. If disembarking on the road (especially if abroad), pupils should lead off coach in single file with adults at the front and rear of group. This should be done in small groups rather than one long stream. Staff to be seated at varied locations throughout coach to ensure effective supervision. Where travel is on a UK coach / minibus abroad, clear safety instructions to be given to pupils / staff by group leader prior to disembarkation relating to | Moderate | |

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|-------------------------------|---------------------------------------|---|--|--|--|
| | | | <ul style="list-style-type: none"> opposite flow of traffic. Pupils to disembark in small groups rather than one long stream. Before embarking on any trip all pupils are to be counted on to the coach When disembarking a coach all pupils are to be counted off the coach | | |
| Falls in moving vehicle | Pupils, staff and other adult helpers | Substantial | <ul style="list-style-type: none"> Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the pupils on the bus. Walk down the coach / vehicle holding seat tops at a slow pace. | Acceptable | |
| Hazard observed | Who may be harmed ? | Risk rating before controls Consequence x Likelihood= | Control Measures | Risk rating after controls Consequence x Likelihood= | Control measures by: Initial |
| Struck by moving vehicles | Pupils, staff and other adult helps | Substantial | <ul style="list-style-type: none"> Strict supervision at all times. Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads. Pupils to be made aware of safe collection points. Pupils to disembark in small groups rather than one long stream | Acceptable | |
| Lost / abduction | Pupils | Substantial | <ul style="list-style-type: none"> Before embarking on any trip all pupils are to be counted on to the coach When disembarking a coach all pupils are to be counted off the coach Ensure the bus driver is aware of route to be taken before setting off. During rest breaks Pupils to be given clearly defined areas in which to stay. Pupils to be in groups never on their own (minimum of three). Pupils should go to the toilet supervised by an adult. Staff to be positioned where they can see toilet entrances and to avoid possible abduction / absconding. Head counts to be taken prior to escorting pupils back to the transport and again when seated on the coach, Staff to patrol areas pupils are in, especially if not under direct supervision. | Moderate | |
| Sickness / medical conditions | Pupils, staff and other adult helpers | Substantial | <ul style="list-style-type: none"> Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards to the front. They should make themselves known to staff members. If medication for travel sickness is taken prior to journey, ensure teachers are aware of this. Be aware of any allergies / medical conditions that children suffer from before visit and ensure that proper precautions are taken. | Acceptable | |
| Vehicle Breakdown | Pupils, staff and other adult helps | Substantial | <ul style="list-style-type: none"> Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of pupils. If possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard light on and call 999 if on roadside and cannot disembark. Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained. Before setting off, ensure there is enough fuel in the bus for the whole journey. Ensure group has means of summoning assistance in case of breakdown. If vehicle to be exited follow controls as per being stuck by moving vehicles. Before embarking on any trip all pupils are to be counted on to the coach When disembarking a coach all pupils are to be counted off the coach | Acceptable | |

Transport Risk Assessment

| Oakfield Primary school coach/minibus stops risk assessment. | | | | |
|---|--|---|---|--|
| Stops en-route to destination. | Reason/Purpose of stops. | Hazards. | Control Measures. | Control measures by: Initial |
| <p>Cheshire Ice Cream Farm (Additional risk assessment for the Ice Cream farm is attached detailing risks etc. for the visit</p> | <p>Visit on way to Beeston Outdoor Education Centre forming part of the overall trip..</p> | <ul style="list-style-type: none"> • Loss of children. • Struck by moving vehicles when getting on or off the coach | <ul style="list-style-type: none"> • When disembarking a coach all pupils are to be counted off the coach. • Before re-embarking all pupils are to be counted on to the coach • Pupils to be given clearly defined areas in which to stay and supervised by accompanying adults. • Use designated coach parking area. • Pupils to be appropriately supervised across car parks / roads . • Pupils to be made aware of safe collection points. • Pupils to disembark in small groups rather than one long stream. | |

Transport Risk Assessment

Oakfield Community Primary School

| GENERIC RISK ASSESSMENT | | Travel by Rail | | |
|---|---|---|--|---|
| Establishment: Oakfield Primary School | | Assessment by: Ian Carson | | Date: 12/11/16 |
| Number of pupils: 41 | | Ratio of adults: Pupils. 1 to 8 | | Destination: Hough Green Station to Widnes North Station Return. (1 stop) |
| <i>Hazard / Risk</i> Those hazards which may result in serious harm or affect several people | <i>Who is at Risk?</i> Persons at risk from the significant hazards identified | <i>Normal Control Measures</i> (Brief description and/or reference to source of information). | <i>Additional Control Measures</i> (to take account of local/individual circumstances). | <i>Residual Risk Rating</i> (H / M / L) |
| All accidents | All group members, including leaders | <ul style="list-style-type: none"> This generic risk assessment will be used in addition to the generic risk assessment, "Travel - General" which gives general safety guidance applicable to all journeys. | The generic risk assessment, "Indirect or Remote Supervision" may also be pertinent | M |
| On platform - Getting hit by train door opening as train arrives | All group members, including leaders | <ul style="list-style-type: none"> Whilst boarding, leaders will ensure that group remains in orderly line well back from edge of platform until the train is stationary and the doors are open Young people to be briefed about waiting well back from platform edge Supervisors to be appropriately positioned on platform for effective supervision of the group Only leaders will be allowed to open the train doors to either board or leave the train, and the young people will be briefed accordingly Leaders will ensure that boarding and leaving the train is carefully supervised by a staff member, and in an orderly manner Leaders will be the first and last to enter when boarding, and the first and last to exit when leaving Leaders will have a prepared contingency plan if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers A leader will always remain with each group if the party becomes separated | | M |
| Falling from platform onto track | | | | M |
| Falling between train and platform | | | | M |
| Getting caught in automatic door as it closes | | | | M |
| Being left behind on platform due to pressure of numbers on train | | | | M |
| | | | | L |
| Falls if train suddenly stops, slows, or has | All group members, including leaders | <ul style="list-style-type: none"> All group members will be briefed to stay seated, wherever possible, during the journey | | M |

Ian Carson

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| <p>collision</p> <p>Falls from train, out of train doors</p> <p>Leaning out of windows as train passes another train or bridge etc. → Collision</p> <p>Hit by luggage falling from rack above</p> | | <ul style="list-style-type: none"> • Leaders will sit at separate locations amongst group to maintain good order and sensible behaviour • A leader will be positioned at each end of group to give permission/be aware when individuals leave the group. • Young people will be given particular instructions not to lean out of windows or to open or touch any exterior doors • If a major emergency occurs that requires the train to stop, a leader will notify the guard or pull the emergency lever/alarm, if considered necessary • Young people will be instructed to remain in their seats whilst train is visiting stations | <p>Short journey this should not be necessary.</p> <p>We will be getting off at first stop.</p> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> |
| <p>Confrontation with a member of public</p> | | <ul style="list-style-type: none"> • Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets. | | <p>L</p> |