

Risk Assessment Guidance*

EFFECTIVE DATE:	4 th December 2024	CATEGORY/ TYPE:	Coach Transfer to and from collection points for accommodation and excursions including stop offs.
NEXT REVIEW DATE:	3 rd December 2025	VERSION:	7

POTENTIAL HAZARD / RISK TO GROUP	CONTROLS OR MEASURES TO REDUCE RISK	FURTHER GUIDANCE OR USEFUL INFORMATION
Vehicle breakdown - on a motorway (or any other road where vehicles are passing at high speed) leading to evacuation of group – risk to them as a result of other moving vehicles.	<p>Vehicle hazard warning lights will normally be put on and the driver will notify the appropriate highways authority.</p> <p>If coach safely stopped on hard shoulder, remain on vehicle but move all passengers from rear and traffic side of coach as precaution.</p> <p>If coach driver advises it is unsafe and best to evacuate for example because there is poor visibility or hazard lights fail, evacuate group</p>	<p>In event that evacuation from coach is advisable Party Leaders should:</p> <ul style="list-style-type: none"> • Ensure that the group has somewhere safe to evacuate to away from roadside. • Advise group not to take luggage – but essentials only such as jumpers/coats and medication. • Make use of any high visibility jackets carried by the driver with each adult ensuring they each lead a small group. • Start evacuating passengers from the back of the coach.

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	<p>away from rear and traffic side of coach to safe space away from traffic, providing any assistance to individuals as necessary.</p>	<ul style="list-style-type: none"> • Ensure regular headcounts.
<p>Road Traffic Collision / Accident leading to injuries/fatalities</p>	<p>Equity only works with coach operators who have been assessed as 'Satisfactory for Use' by a trained auditor based on School Travel Forum criteria.</p> <p>All UK coaches are required to have seatbelts/lapbelts for every passenger. Whilst Equity makes every reasonable effort to source coach suppliers outside the UK that provide seatbelts, in the case of short distances and/or low speed journeys this may not be possible, particularly in instances where it has no control (local public shuttle services) or where it is outside normal practice of that country.</p> <p>Any emergency exit door and roof panel lock outs are designed to automatically release in the event of a road traffic collision with manual override opening controls in place. In the event that exist are inoperable or obstructed in an emergency glass can be broken using emergency hammers on board.</p>	<p>Party Leaders should ensure that the group listens to and complies with any safety instructions provided by the coach driver and acts in accordance with the safety instructions on board.</p> <p>All supervising adults should sit around the coach to ensure good group behaviour and that where possible seatbelts are fastened.</p> <p>Only adults should sit next to any emergency exit doors.</p> <p>Vehicles should not be overloaded with luggage and within the limits set out within the pre-travel information, one medium soft case per person.</p>

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	<p>Party Leaders will ensure that no member of the group is a distraction to the driver and/or that they obstruct their view.</p> <p>On longer journeys where two drivers are necessary, they will work within driver's regulations to share driving so that fatigue is managed.</p>	
<p>Travel sickness – individuals within the group.</p>	<p>The Party leader should ensure those potentially affected by travel sickness have taken suitable medication as a preventative measure.</p> <p>Sickness bags must be readily available to minimise unpleasantness for group.</p>	<p>Preventative actions of sufferers should be taken to avoid sickness including, no reading or concentration on devices and stillness, facing direction of travel.</p>
<p>Severe adverse weather conditions and/or Avalanches endangering the group.</p>	<p>Whilst Equity selects coach operators on the basis of their experience to meet local conditions including alpine risks such as avalanche, the coach driver will follow local guidance in relation to weather conditions to avoid risks to the group. Transfers therefore may be delayed or cancelled by the coach operator as necessary if it is felt that this</p>	<p>Party leaders should seek to confirm if a transfer is still going ahead before they leave their destination and seek advice from their Equity contact or Rep.</p> <p>In the event of avalanche risk, Police will normally close roads. Road signage will normally indicate stretches of highway where avalanches may commonly occur and where highway users should be vigilant and ready to take aversive action.</p>

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	<p>would jeopardise safety of the group and alternative arrangements made as necessary.</p> <p>Transfers can at times be halted midway by local Police because of fast changing conditions.</p>	
<p>Circulatory thrombosis (sometimes referred to as DVT) causing risks to individual traveller's health.</p>	<p>Ensure all of the group have sufficient rest stops with ability to exit the vehicle for light exercise as stipulated within EU driver's regulations.</p> <p>In event of known risk to individual, a separate risk assessment should be carried out with additional medical advice and guidance to establish what measures and medications are necessary.</p> <p>It may be against medical advice for individual to travel on the trip.</p>	<p>Some individuals prone to this condition may be deemed fit to travel for the trip on the basis of circulatory medication or physiotherapy. During travel, sufficient medication should be carried onboard and remain accessible for duration.</p>
<p>Other vehicles</p>	<p>Suitable coach access or egress point to be chosen by a competent driver.</p> <p>Support may be required for any passengers with additional needs either embarking or disembarking a vehicle in relation to account for their safety.</p>	<p>Good group control and sensible behaviour is important when in the vicinity of other vehicles, especially if directly alongside the public highway. An adult should always exit the vehicle first highlighting to the group any alerts or risks. This is particularly important when traffic will approach from a direction opposite to normal.</p>

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Insulin dependent travellers / diabetics	When specified and booked in advance, coaches can often provide a fridge onboard. This service may not be possible for transfers so do check with your Equity contact if this is a requirement.	It is the Party Leader's responsibility to ensure the fridge is utilised to store the medication and it is chilled as required.
Group separation during rest/excursion stops	<p>Require the group to stay together or set clear roaming boundaries for example 'remain in sight' if unsupervised free time is permitted on site.</p> <p>Agree a meeting point and time to all of the group in case separation occurs.</p> <p>Roll call recount on every return to the coach is essential.</p>	<p>It is helpful for a group to have some distinguishing feature or clothing.</p> <p>Buddy systems can be helpful to avoid one member of the group going missing.</p>
Luggage falling from overhead luggage racks hitting individual group members on the head.	As far as possible heavy luggage should be in hold - only one small bag per person to be taken on board which must be stowed securely in a rack or kept under their seat.	
Coach driver inappropriate behaviour towards group members	Equity makes use of UK coach operators that employ school group drivers on the basis of satisfactory DBS checks. They are made aware	It is important that all students can speak freely about any concerns they have about the behaviour of any adult

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	<p>of an expected behaviour code of conduct towards our groups.</p> <p>Whilst overseas coach companies do not always have these checks as they are not usual locally, Equity works with providers who undertake prior employment or personal reference checks and/or ensures they are provided by trusted Agents or suppliers.</p> <p>Equity normally places coach drivers in accommodation as far as reasonably practical away from a school group.</p>	<p>acting inappropriately towards them and that their behaviour towards coach drivers are similarly respectful.</p> <p>We strongly recommend that you remind the group of the schools' safeguarding measures and policy and guidelines and remind the Party Leader that any concerns (however minor) are reported to Equity as soon as possible.</p>
<p>Inappropriate or unsafe driving causing risks to group</p>	<p>Party Leader should ask for the driver to stop the coach at the next opportunity and discuss their concerns with them or contact Equity to escalate with the supplier.</p>	
<p>Defective vehicle leading to potential breakdown or accident.</p>	<p>Equity only uses reputable coach companies with well maintained vehicles to minimise this risk.</p>	<p>It is advisable that the Party Leader make a visual inspection of the interior and exterior of the coach and draw any obvious issues to the driver's attention.</p>
<p>Pupil misbehaviour causing distractions to driver, themselves or others leading to harm.</p>	<p>Staffing ratios should be in line with school guidance. There should be enough supervision and adults spaced around the coach (or on both decks if double decker) sufficient to</p>	

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	<p>maintain good behaviour throughout the journey.</p>	
Spread of infection including risk of Covid 19 transmission. Being on a coach is a confined environment where a group will be in close proximity with one another.	<p>Sanitisation and appropriate hygiene measures will be considered.</p> <p>Mask wearing policy as per the coach company policy or national guidelines.</p>	<p>Bin bags for rubbish are normally provided by the coach driver.</p> <p>Please check with your Equity contact as to any current other measures affecting your trip.</p>

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