



Transportation of children/students - Risk Assessment						
<b>Risk Assessment Undertaken by</b>		Gary Titmuss				
<b>Date</b>	01/02/2014	<b>Cozy Travel Ltd</b>				
<b>Review Date</b>	01/02/2016	Unit 2, Wireless Station Park, Chestnut Lane, Kneesworth, Royston, Herts, SG8 5JH Tel: 01462 481707				
Hazards/Impact	Who Effected	Likelihood	Severity	Risk Level	Control Measure	Revised Risk Level
<b>Boarding/Alighting Vehicle</b>						
Slips, Trips, falls	All	L	N	L	<ul style="list-style-type: none"> <li>• Driver to ensure floor is free of obstacles, damage and trip hazards.</li> <li>• Adequate gangway lighting</li> <li>• Staff to ensure movement is kept orderly</li> <li>• Adults to give aid as required and supervise at the doorways</li> <li>• Ensure safe exit/entry points when parked</li> <li>• Hand luggage to be stored out of gangways</li> </ul>	I
Impact with other vehicles	All	L	S/E	H	<ul style="list-style-type: none"> <li>• Select sensible site to load/unload</li> <li>• Staff to supervise careful boarding &amp; alighting</li> <li>• Continental door to be used (if available)</li> </ul>	I
<b>On board Vehicle</b>						
Slips, Trips, falls	All	L	N	L	<ul style="list-style-type: none"> <li>• Staff to ensure on board movement is kept to a minimum</li> <li>• All persons seated whilst coach is moving</li> <li>• One person per seat</li> <li>• Seat belts to be worn by everyone</li> <li>• Ensure any instructions from driver are understood and followed</li> </ul>	I



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<b>On board Vehicle</b>						
Overhead storage	All	L	M	M	<ul style="list-style-type: none"> <li>• Maximum of 5kgs bags to be stored in overhead storage</li> <li>• No glass in overhead storage</li> <li>• Staff to check all bags safely stored before journey</li> </ul>	I
Toilets	All	U	N	I	<ul style="list-style-type: none"> <li>• Advise pupils to use toilets at stops where possible</li> </ul>	I
Injuries caused by misbehaviour during travel	All	U	N	I	<ul style="list-style-type: none"> <li>• Staff to ensure pupils behaviour is suitable</li> <li>• Pupils to be kept occupied</li> <li>• Staff to be seated evenly within vehicle</li> </ul>	I
Distracting driver	All	L	S	H	<ul style="list-style-type: none"> <li>• Staff to ensure no-one distracts driver whilst vehicle is in motion</li> <li>• All passengers to be seated and using seatbelts</li> </ul>	L
Double Decker Coach – Injuries caused by misbehaviour during travel	All	VL	M	M	<ul style="list-style-type: none"> <li>• Staff to supervise upper deck</li> </ul>	L
Travel sickness	All	VL	N	L	<ul style="list-style-type: none"> <li>• Use travel sickness tablets if approved &amp; supplied by parents</li> <li>• For known sufferers, do not sit at the back of vehicle or over the wheels</li> <li>• Have suitable sick bags/bucket</li> <li>• Carry fresh water and tissues</li> </ul>	I



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<b>Luggage</b>							
Loading / unloading	All	L	M	M	<ul style="list-style-type: none"> <li>• Only driver to load/unload cases into luggage bay</li> <li>• All very heavy bags to be labelled as such</li> <li>• No sharp items in luggage</li> <li>• All luggage to be store safely and exits kept clear</li> </ul>	I	
Lost luggage	All	U	N	I	<ul style="list-style-type: none"> <li>• Staff to make final checks before departure</li> </ul>	I	
<b>Passengers</b>							
Lost or missing passengers	All	VL	N	L	<ul style="list-style-type: none"> <li>• Count heads before departure</li> <li>• Use 'buddy' system as a check</li> </ul>	I	
<b>Driver</b>							
Long diving hours & tiredness	All	VU	S/E	L	<ul style="list-style-type: none"> <li>• Company &amp; drivers ad-hear to work time directive</li> <li>• Drivers ad-hear to EC561/2006 Regulations</li> <li>• All coach hire scheduling is checked against the above directives and regulations before allowing a hire to commence</li> </ul>	I	
Suitability	All	VU	S	L	<ul style="list-style-type: none"> <li>• All drivers hold the correct class of licence eg PSV</li> <li>• All drivers under go a comprehensive driving assessment and regular reviews</li> <li>• All drivers are CRB checked</li> <li>• All drivers receive ongoing training eg NVQ</li> </ul>	I	



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<b>Coach Operator/Company</b>						
Suitability	All	VU	M	I	<ul style="list-style-type: none"> <li>• Operator is correctly licensed with the Traffic Commissioner</li> <li>• Operator has suitable public liability insurance</li> <li>• Operator has a qualified transport manager</li> <li>• Operator has a high MOT pass rate with VOSA</li> <li>• Operator has a reliable fleet of vehicles which are clean and well maintained</li> <li>• Operator has a Health and Safety policy</li> <li>• Operator has a suitable breakdown procedure</li> <li>• Drivers have mobile phones</li> <li>• Operator can supply suitable vehicles</li> <li>• Operator provides on-going training to their staff</li> </ul>	I
<b>Vehicle</b>						
Traffic Accident	All & Other drivers	L/U	S/E	M	<ul style="list-style-type: none"> <li>• All Passengers to have and use a seatbelt</li> <li>• Luggage to be stores securely</li> <li>• Aisles &amp; exits to be kept clear</li> <li>• Doors secure but unlocked</li> <li>• Driver is suitably qualified and trained</li> <li>• Comply with highway code</li> <li>• Administer first aid if required</li> <li>• Phone emergency services if required</li> </ul> <p><i>Also see Breaking down</i></p>	L



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Breaking down	All & Other drivers	U	S	M	<ul style="list-style-type: none"> <li>• Find most suitable/safest place to stop</li> <li>• Passengers to move towards the front of the coach or if safe to do so evacuate carefully to behind a crash barrier and up slopes</li> <li>• Use of hazard lights and warning triangles</li> <li>• Get location of marker posts &amp; use mobile phone to get help</li> <li>• Driver to make arrangements for recovery and replacement vehicle</li> <li>• Contact School</li> <li>• Always be vigilant of other traffic</li> <li>• Contact emergency services if required</li> </ul>	L
Refuelling	All	L	M/S	H	<ul style="list-style-type: none"> <li>• Vehicle to be fully fuelled for journey prior to collection</li> <li>• Vehicle should be refuelled when passengers are not onboard</li> </ul>	L



**Hazard/Impact** is something with the potential to cause harm. This includes harm to public, sub-contractors, staff, visitors, property, equipment or the environment

**Risk** is an expression of the likelihood and severity that could be realised from hazards.

**Who/What Affected** identifies whomever, or whatever is at risk from the hazards presented.

<b>Likelihood</b> is the conclusion reached after considering the potential of the harm occurring		
VU	Very Unlikely	The control measures are unlikely to breakdown, be removed or easily defeated. Maintenance is in place. Training is provided & repeated. Supervision is provided
U	Unlikely	The control measure not dependent on individual. Defined supervision & maintenance in place. Training is provided.
L	Likely	The control measures are not dependent on individual but can breakdown, be easily removed or defeated. Training & supervision is minimal.
VL	Very Likely	No control measures are provided. Control dependent on good working practices. Training and supervision is very minimal

<b>Severity</b> is the conclusion reached after positively considering the extent of harm that would be sustained if the hazard were to be realised		
N	Negligible	Less than 3 days absence if ill or injured; superficial damage to the environment or to property
M	Minor	3 days or greater absence if ill or injured; damage to the environment causes an impact that will naturally become inert e.g. spillage or small quantities of inert materials such as water
S	Severe	Loss of limb or multiple injuries; significant damage to property and an environmental impact that causes harm to the environment.
E	Extreme	Fatal or multiple fatality; substantial damage to property and a significant environmental impact that causes substantial damage



Likelihood	Severity			
	Negligible	Minor	Severe	Extreme
Very Unlikely	I	I	L	L
Unlikely	I	I	M	M
Likely	L	M	H	H
Very Likely	L	M	H	H

<i>Risk Level</i>	
H	<b>High Risk:</b> The hazard must be removed/avoided or the level of risk significantly reduced by reliable controls.
M	<b>Medium Risk:</b> The hazard should be avoided or the level of risk reduced by implementing reliable controls.
L	<b>Low Risk:</b> May be controlled by the use of instruction, training and supervision and/or personal protective equipment
I	<b>Insignificant Risk:</b> Controlled by good working practices

**Revised Risk Level** is determined by reconsidering the hazards in the controlled environment, to establish that the level of risk has been eliminated or at least reduced.