

# RISK ASSESSMENT FOR COACH / MINIBUS TRANSPORT - LUDLOW SWIMMING CLUB



DATE RISK ASSESSMENT CARRIED OUT: 03/02/2014

REQUIREMENTS (NOT TO BE ALTERED)	EVENTS / CIRCUMSTANCES THAT COULD INCREASE RISK	OTHER APPROPRIATE RISK ASSESSMENTS TO CONSIDER
<ul style="list-style-type: none"> <li>Supervisory ratio's of 4:1 (Adults : Swimmers).</li> <li>Parental consent to be obtained for this activity</li> </ul>	<ul style="list-style-type: none"> <li>Attendance of other parties of swimmers</li> <li>Large numbers of people at the site</li> </ul>	<ul style="list-style-type: none"> <li>Coach Company Risk Assessment:</li> </ul>

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
<b>Travelling in coach/bus</b>	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Assistants and other adult helpers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Use of reputable coach operator or if Ludlow Community Bus used, ensure competency of driver.</li> <li>Ensure drivers do not exceed specified driving rest periods.</li> <li>All group members to sit forward facing and wearing seatbelts at all times (if fitted) except to go to the toilet – one at a time or to supervise the swimmers.</li> <li>Head count (Register) and emergency contacts to be taken for all passengers and recorded (can be used for future reference)</li> <li>Registered First Aider to be in attendance on all outside excursions.</li> <li>Helpers &amp; Coach to be positioned adjacent to emergency exit of coach (and minibus where appropriate).</li> <li>Swimmers are not to sit on the seat behind driver or to speak to or distract the driver in any way.</li> <li>Driver not to use mobile phone whilst vehicle is in motion or whilst in control of vehicle.</li> <li>Ensure that vehicle is driven within statutory / regulated speed limits at all times.</li> </ul>	<b>LOW</b>	S.M
<b>Disembarking from vehicle</b>	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Assistants and other adult helpers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Strict supervision at all times</li> <li>Swimmers to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> <li>Coach, Assistants and other adult helpers to be positioned adjacent to emergency exits of coach (or minibus where appropriate).</li> <li>Swimmers should be broken down into smaller groups for embarkation / disembarkation.</li> <li>If disembarking on the road, swimmers 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.</li> <li>Assistants to be seated at varied locations throughout coach to ensure effective supervision.</li> <li>Where travel is on a coach / minibus abroad, clear safety instructions to be given to swimmers / Assistants by group leader prior to disembarkation relating to opposite flow of traffic.</li> <li>Swimmers to disembark in small groups rather than one long stream.</li> </ul>	<b>LOW</b>	S.M
<b>Falls in moving vehicle</b>	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Assistants and other adult helpers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the swimmers on the bus.</li> <li>Walk down the coach / vehicle holding seat tops at a slow pace.</li> </ul>	<b>LOW</b>	S.M

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N.B The aim of a risk assessment is to provide general information on the type of hazards the swimmers as well as others who may be involved are exposed to. IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED.  
To be reviewed every 12 Months or earlier if required.

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<b>Struck by moving vehicles</b>	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Assistants and other adult helpers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Strict supervision at all times.</li> <li>Swimmers to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads.</li> <li>Swimmers to be made aware of safe collection points.</li> <li>Swimmers to disembark in small groups rather than one long stream</li> </ul>	<b>LOW</b>	S.M
<b>Lost / abduction</b>	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Ensure the bus driver is aware of route to be taken before setting off.</li> <li>During rest breaks Swimmers to be given clearly defined areas in which to stay.</li> <li>Swimmers to be in groups never on their own (minimum of three).</li> <li>Swimmers should go to the toilet supervised by an adult.</li> <li>Assistants to be positioned where they can see toilet entrances and to avoid possible abduction / absconsion. Head counts to be taken prior to escorting swimmers back to the transport and again when seated on the coach,</li> <li>Assistants to patrol areas swimmers are in, especially if not under direct Supervision</li> </ul>	<b>LOW</b>	S.M
<b>Sickness / medical conditions</b>	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Assistants and other adult helpers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, swimmers 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 assistants / adult helpers.</li> <li>If medication for travel sickness is taken prior to journey, ensure coaches are aware of this.</li> <li>Be aware of any allergies / medical conditions that swimmers suffer from before visit and ensure that proper precautions are taken.</li> </ul>	<b>LOW</b>	S.M
<b>Vehicle Breakdown</b>	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Assistants and other adult helpers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of swimmers.</li> <li>If possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of swimmers.</li> <li>Put hazard lights on and call 999 if on roadside and cannot disembark.</li> <li>Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained.</li> <li>Before setting off, ensure there is enough fuel in the bus for the whole journey.</li> <li>Ensure group has means of summoning assistance in case of breakdown.</li> <li>If vehicle to be exited follow controls as per being stuck by moving vehicles.</li> </ul>	<b>LOW</b>	S.M