

**HORTON KIRBY ENVIRONMENTAL STUDIES CENTRE
HAZARD IDENTIFICATION AND RISK ASSESSMENT**



Activity: Use of coaches during visits	Assessor: LN CG HM	Location: Coach	
Hazard	Control Measure		Who's affected?
Injury from moving traffic on road	Children supervised embarking/ disembarking by responsible adult and Centre Staff. Passengers to embark and disembark from pavement and not roadside of vehicle where possible. If not possible high vis jackets to be worn by centre staff.		P CS SS
Injury from accident due to Children disturbing driver	Children given clear instructions on behaviour and expectations Where possible avoid positioning children in the front seats.		P CS SS
Injury due to Children moving on bus/ not wearing seatbelts	Children and adults wear seatbelts at all times. Group continually monitored during journey		P CS SS
Tripping on stairs	Group supervised by an adult when entering and exiting the coach Coach lowered when possible to reduce step down onto pavement Any spillages cleaned up immediately. Group advised if particularly steep steps are to be used.		P CS SS
Travel sickness	Any medication given before coach journey Any group member prone to travel sickness sits near front of coach		P CS SS

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	Sick bag / buckets carried on all journeys.	
Trapping fingers	<p>Group instructed to leave seat levers alone.</p> <p>Group instructed not to play with pull down rubbish container.</p> <p>All hinged doors to be held open by Centre tutor or driver when passengers embarking & disembarking.</p> <p>Group advised on safe places to hold on when embarking & disembarking the coach.</p> <p>Ensure middle door is secure when group embarking/ disembarking</p> <p>Group advised to hold onto handles only not hinged areas (not toilet door handle)</p>	P CS SS
Injury arising from emergency door opening due to mis-use	<p>Try to avoid seating children next to emergency door if possible.</p> <p>Driver / centre staff respond to coach emergency alarm by checking door if alarm goes off.</p>	P CS SS

Leaders Safety Equipment

First Aid kit
Mobile Phone
Emergency Contact number

Teachers Safety Equipment

List of pupils and adults in group
Contact details for school
Ensure group members personal medication is carried

Assessors: Lucy Nettleton, Claire Gallagher & Hannah Moir