# BASIC RISK ASSESSMENT (BRA)

### TRANSPORT BY ROAD

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|  | **A risk assessment form must be completed if**  the minimum control measures in this BRA cannot be implemented |  |
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|  |  |  | DETAILS OF ACTIVITY |
|  | (Insert school name here | Transporting pupil or staff.  Including private cars, buses, minibuses, coaches, or public service buses |
| **RISK ASSESSMENT LOG REF** | [School to create log system] |
| **NAME OF ASSESSORS** |  |
| **MANAGER RESPONSIBLE** |  |
| **LOCATION OF SIGNED RISK ASSESSMENT/S** |  |

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| **DATE OF REVIEW / REASSESSMENT** | **ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT** | **SIGNATURE OF MANAGER** |
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| **THE COMMON FACTORS ASSOCIATED WITH THIS ACTIVITY** | |
| **HAZARDS** | * Serious vehicle accident. * Children left behind. * Poor Driver behaviour * Vehicle breakdown, particularly as side of major road/motorway. |
| **PERSONS AT RISK** | * Employees * Young Persons * Volunteers |
| **POSSIBLE OUTCOME** | * Death * Personal Injury * Long term health effects |

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| **State how the controls in this risk assessment are formally communicated to employees** | Staff meeting before school trip |

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| **MINIMUM CONTROL MEASURES** | | **YES** | **NO** | **COMMENTS/EVIDENCE OF ACTION** |
|  | **Journey** |  |  |  |
| **1** | Use only Coaches from school’s local authority (LA) approved list.  Seek advice if other. | Yes |  | (Enter coach company name and address here) |
| **2** | Everyone to wearing seat belts. Regular checks made throughout journey. | Yes |  | Staff to check that seat belts are worn at all times. |
| **3** | Emergency plans, contact details, and mobile phone carried in case of breakdown/road traffic accident/driver can no longer drive. | Yes |  | Staff will all have mobile phones and emergency contact details of students and their parents/carers |
| **4** | Staff to maintain proper control of the bus/coach. Adequate supervisory ratios follow LA guidelines. | Yes |  | (enter your local compliance ratios here) |
| **5** | Any Driver adopting un-safe driving practices should be asked to pull over and stop the vehicle e.g. using a mobile. | Yes |  | Staff will intervene if required. |
|  | **School Drivers & Vehicles ONLY** |  |  |  |
| **6** | **School Drivers** - hired mini buses, only from companies with Operator Licence. |  |  | N/A? |
| **7** | **School Drivers**, long journeys - plan safe journey (see: [www.rospa.com/roadsafety/info/safer\_journey.pdf](http://www.rospa.com/roadsafety/info/safer_journey.pdf) (for UK schools Plan breaks, at least every 2hrs for 15 – 20 mins. (Coach and bus companies use tachographs to control Driver’s hrs). |  |  | N/A |
| **8** | **School vehicles** – two Drivers where possible, to share the driving, and in case a Driver can no longer drive. |  |  | N/A |
| **9** | **School vehicles** - Driver carries out pre journey vehicle safety checks (record results, as per local arrangements) Also checks weather and road conditions. |  |  | N/A |
| **10** | **School vehicles** – driving licence checks, vehicle maintained to manufacturer’s recommendations,  MOT as necessary. |  |  | N/A |
| **11** | **School vehicles** – all Drivers have undertaken MIDAS training, or have completed the national D1 minibus test. |  |  | N/A |
| **12** | **School vehicles** – has breakdown cover e.g. in UK: Green Flag, RAC |  |  | N/A |

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|  | Children becoming lost. |  | |  |  |
| **13** | Children will be supervised on and off the coach. Adequate supervisory ratios follow LA guidelines. | Yes | |  | Students will be supervised on and off the coach. |
| **14** | Individuals likely to ‘*stray*’ carefully monitored by staff that know them. | Yes | |  | Students will be identified and monitored. Two SEN students to have TA support. |
|  | **Stops on route, disembarking (Service areas, final destination)** | |  |  |  |
| **15** | Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another. | | Yes |  | To be discussed with students prior to visit. |
| **16** | Staff have list of all pupils. | | Yes |  | All staff will have a list of students |
| **17** | Staff are instructed to count pupils on/in to vehicle. Then a second count before setting off. | | Yes |  | To be carried out by staff |
| **18** | Clear instructions given as to what to do if someone becomes separated. | | Yes |  | Students to be given emergency contact number. |
| **19** | Disembarking - adult supervisors to alight first and supervise children, taking account of traffic in the vicinity. | | Yes |  | Team Leader to alight first and another staff member to alight after students |
| **20** | Clear instructions given as to expectations of behaviour and responsibilities to one another and to members of the public. | | Yes |  | To be discussed at meeting prior to visit. |
| **21** | Pupils are instructed in, and to use, the – ‘buddy’ system. | | Yes |  | Students to be in groups of three or more |
|  | **Travel Sickness** | |  |  |  |
| **22** | Those prone to sickness to be seated at the front. | | Yes |  | Students will be identified |
| **23** | Supplies to be taken on trip: sick bucket, water, cups, paper towels. Disinfectant and disposable glove, for those cleaning up. | | Yes |  | These items to be available |
| **24** | Written consent obtained from parents for anyone requiring travel sickness pills. | | Yes |  | Consent to be obtained |

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| Additional Notes: |

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| **Types of Transport (hired)**  **Coach & Bus –** can be single deck or double deck. If double decked, then there must be an adult on each level. Seat belts must be worn. |
| **Minibuses – ‘**Staff’ Drivers are recommended to view RoSPA’s Minibus Safety Advice and Information:- [www.rospa.com/roadsafety/adviceandinformation/minibussafety](http://www.rospa.com/roadsafety/adviceandinformation/minibussafety) |
| **Private cars –** vehicle must be road worthy (MOTed) and carry appropriate insurance. Pre journey checks must be carried out. Driver must ensure passengers all wear seat belts.  **Teachers -** the Driver must check they have ‘Business Use’ on their insurance  **Parents -** parents must ensure they have insurance cover for the type of journey. Most insurance companies consider transporting children to and from sports fixtures as Social, Domestic and Pleasure, but not all. |

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| **MANAGERS SIGNATURE**  *“All minimum controls are in place, can be evidenced and are regularly monitored”* | **MANAGERS NAME (PRINT)** | **JOB TITLE** | **DATE** |