



GENERIC RISK ASSESSMENT FOR COACH JOURNEYS

Schools and Colleges

- 1, Teachers must ensure the vehicle has been parked safely before moving the passengers to it. Prior to this, the passengers should be lined up a safe distance from the vehicle and passengers should not be allowed to rush towards the vehicle.
- 2, When children/students are carried, an adult must be the first person to board the vehicle to ensure proper behaviour and seating, (this is NOT the driver's responsibility), but may intervene if necessary.
- 3, Children/students at no time should be seated on the front 4 seats, by an emergency exit, or on the centre rear seat, these seats should be occupied by adults to ensure full supervision to children and students at all times.
- 4, Every person onboard the vehicle should be seated with their seat-belt securely fastened. (The law states this means everyone, not just children and students)
- 5, Under no circumstances should anyone leave their seat and move around the cabin, unless in an emergency situation, in which case your driver will call on-board safety instructions for which every passenger must abide. (Your driver is fully and legally trained in all evacuation type situations).
- 6, All mobile telephones and hand-held computer games must be switched off during travel. Interference from radio waves can in some cases affect the vehicles modern system electronics. In some cases, interference from radio waves have been known to affect the throttle and electronic retarder braking systems.
- 7, Children/students should be encouraged not to consume food onboard the vehicle. In the event that eating is allowed (permission from the driver ONLY), staff should when the vehicle is stationary collect all rubbish and safely dispose of it. Fizzy drinks, sticky sweets, chocolate, chewing gum etc is NOT permitted on the vehicle at anytime.
- 8, All passengers are encouraged to listen carefully to the drivers welcome speech, as this will contain important information with the location of all emergency exits, emergency hammers, fire extinguishers and the evacuation procedure in case of an emergency.
- 9, When departing the vehicle (tours with luggage in the hold), passengers should remain onboard to allow the driver room to unload the vehicle of all luggage. Only when instructed to do so by the driver, should all passengers then alight the vehicle to collect their cases etc?
- 10, Hand luggage, coats etc should be stowed securely in the overhead lockers/racks. In no circumstances should personal belongings be left on/near the stairs or in the aisles, as these are the escape routes in an evacuation situation.
- 11, Please note, Coach Operators and Drivers decisions are final. This can include departure times, seating plans, consumption of food/drink onboard, bad behaviour and swearing from passengers and so on.