



ORBIT COACHES RISK ASSESSMENT

Orbit Coaches Ltd understands the importance for schools to comply with DfES and County Council risk assessment guide lines and so we can confirm the following information:

1. All of our coach drivers are legally and physically fit to drive coaches when transporting young people. They hold the correct level of driving licence and do not suffer from any medical condition which would prevent them from driving.
2. The coaches used to transport all passengers including young people are legally and mechanically fit for public transport. All vehicles used are taxed with a passed MOT test with any other appropriate safety standards.
3. All of our vehicle used for young people have seat belts which work.
4. During long distance travel, the appropriate number of drivers will be available
5. All of our drivers used for transporting children are all DBS checked. Evidence of this is available should it be required.

Yours Faithfully

L. Chapman

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Director

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Hazard	People Harmed	Risk Control	Further Action
Road Accident – Driver	All	<p>The driver holds the relevant qualification for driving the minibus on their licence</p> <p>Current Best practice is followed in respect of driving and rest hours</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled</p>	Use current RoSPA guidelines
Road Accident – Vehicle	All	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Leader of the group to do a visual check of the vehicle (bodywork, Tyres, Seating and safety belts)</p> <p>Do not overload the vehicle, if in doubt check at a public weighbridge</p> <p>Do not overload the combination of vehicle and trailer, if in doubt check at public weighbridge.</p>	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road accident – Injuries to passengers	All	<p>Young people sitting with seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Exits must not be blocked with luggage or equipment.</p> <p>Young people must not be allowed to move around the vehicle when it is in motion.</p> <p>Young people must not distract the driver when the vehicle is in motion</p> <p>Appropriate insurance is arranged for young people during the journey</p>	Staff supervision to ensure that this is complied with throughout the journey

Hazard	People Harmed	Risk Control	Further Action
Road Accident	All	<p>IF THE ROAD ACCIDENT IS NOT SERIOUS</p> <p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not move the young people to a safe location protected by the oncoming traffic and from the sun.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p>IF THE ACCIDENT IS SERIOUS</p> <p>Mover those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the same time</p> <p>Deal with casualties as best as you can until emergency help arrives</p>	<p>IF THE ROAD ACCIDENT IS NOT SERIOUS</p> <p>Control Communication with parents</p> <p>Contact school as soon as possible</p> <p>IF THE ACCIDENT IS SERIOUS</p> <p>Control communications with parents</p> <p>Contact school and crisis line as soon as possible.</p> <p>Cooperate with the emergency services and one adult accompanies and injured young person to hospital if possible.</p>
Mechanical Breakdown-Motorway	All	Get the party behind the side crash barrier as soon as possible	Keep the young people in a safe position until either the problem is fixed or a replacement transport arrives.
Mechanical Breakdown-Normal Roads	All	<p>On Normal roads, keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If it is not safe to keep pupils on transport, Move the young people to a safe location, protected from oncoming traffic</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger</p>	Keep the young people in a safe position until either the problem is fixed or a replacement transport arrives.

Hazard	People Harmed	Risk Control	Further Action
Young person becomes ill or is injured	Young People	<p>Young people informed of what to do in the case of emergency.</p> <p>If appropriate, drive to the nearest hospital with the casualty, if not call emergency services.</p> <p>Member of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until other supervision is arranged or the patient is released.</p>	<p>Supervision reorganised to take into account the member of staff now off-site if coach is able to continue its journey.</p> <p>Arrangements to return the member of staff and young person if necessary either to hotel or the intended destination if coach is able to continue its journey.</p>
Member of staff become ill or is injured	Staff	<p>Supervision to be organised to take into account the member of staff now missing.</p> <p>Contact made with establishment so that next of kin can be informed as soon as possible.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained</p>	
Young person gets lost	Young People	<p>Head count taken on a regular basis especially when young people leave and re-board transport</p>	
Child protection	Young people	<p>Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken into account</p>	<p>If there is not same sex supervision for this, use the unisex disabled toilet for the sex without direct supervision.</p>