

Headington School Risk Assessment Form

RA FORM V1.3 March 2017

Name of Person completing Risk Assessment		Ryan Demaine	Dept / Position	Performance Director.
School / Building		Boat House	Date of Assessment	19-02-18
Location/Area		Headington School - Rowing	Date for Review	17-06-19
Activity / Details of Assessment		Activities within and around the boathouse area (including travel)		

Severity	X	Likelihood	=	Risk
Severity = Level of potential Injury		Likelihood = Chance of injury		Severity x Likelihood = Risk
1 No action, delay only		1 Very unlikely		1 - 6 Acceptable
2 First Aid only, minor damage		2 Unlikely		8 - 10 Tolerable if strictly monitored but try to improve
3 Minor Injury, illness, time off work, damage		3 Possible		12 - 25 UNACCEPTABLE
4 Major injury, disabling illness, major damage	4 Likely			
5 Fatality	5 Very Likely - Imminent			

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	
See school generic mini bus and coac travel risk assessment										
Generic Risk Assessment: COACH TRAVEL										
TRIP: Training & Events										
Residual Risk Likelihood Criteria: L – unlikely to occur M – could occur H – likely to occur										
WHILST IN TRANSIT										

HAZARD CATEGORY	CONTROL MEASURES FOR RISK MANAGEMENT							
Driver	<ul style="list-style-type: none"> • Through observation, check that the driver is in a fit state to control a coach. • Second driver present for long journeys? Coach bus drivers have licences.	L						
Student	<ul style="list-style-type: none"> • Consider who should sit by the emergency exit. • Identify students prone to travel sickness and place them near the front. • Encourage students to bring still and not fizzy drinks for the coach journey. • Give advice about eating on the journey (including sweets). • Ensure parents have supplied travel pills if necessary and that they have been taken. • When appropriate check who sits on the back seat • Place rubbish bags on some seat armrests. • Students to keep good order and not litter the coach. • Clear instructions to keep seat belts on given. • Ensure acceptable noise level in the bus maintained. • Ensure students remain seated and facing forward. 	L						
Security	<ul style="list-style-type: none"> • Brief students to keep equipment and personal items safe during the journey and whilst vehicle is parked. • As far as possible keep valuables with students. 	L						
Accidents	<ul style="list-style-type: none"> • Ensure that at least one mobile phone is carried at all times. • Ensure that the First Aid Kit is readily available and all staff know where it is located. • Ensure that emergency procedures are carried and followed in the event of an accident. • Staff to liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Group leader has over-riding decision. • On motorway the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger for the group or unsuitable for individuals with special needs. 	M						
STOPS								
Students	<ul style="list-style-type: none"> • If necessary, staff liaises with driver to choose locations can board and alight safely. • Give timings for return to coach. • Staff to alight first and oversee students as they leave coach. • Give clear instructions with regard to road crossings (staff to supervise). • Staff to be vigilant of student behavior near roads and in car parks. • Head count on return to coach and before departing. 	M						
GENERAL								
Reliable firms	<ul style="list-style-type: none"> • Coach bookings with recognized/ recommended coach companies • Any incident reported to EVC on return • EVC to keep record of trips 	L						
Medical	<ul style="list-style-type: none"> • Students details and consent forms with group leader • First Aid Kits on coaches 	L						

