

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	08-09-22
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						

Assessor's Signature	C Hermes	Date	08/09/2022
HOD's Signature if appropriate	C Hermes	Date	08/09/2022
Notes:	Guidance can be obtained from Head of Department or Health and Safety Co-ordinator.		
	Paper copy printed and kept in Departments risk assessment folder, electronic copy save in Departments Google Drive RA folder, accessed via Moodle		
	Report any issues, accidents or near-misses (incident not causing injury but potential to do so) to HoD and accident@headington.org		