

# Annemount Health and Safety Risk Assessment

Location:  
Coach trips

Date:  
10/07/2023

Completed by:  
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Necessary policies to review alongside this Risk Assessment:

- Health and Safety Policy
- Risk Assessment Policy
- 2023-24 Handbook and Code of Conduct for Teachers, Assistants, Administrators and Peripatetic Staff

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Leaving the school and boarding the coach.	Children running into the road	Children guided and led by adults from the school door to the coach. Following the pathway adjacent to the coach door and when the door is open the adult will lead the class towards the front of the coach door for boarding.	Children to be continuously made aware of the dangers prior to travelling prior to leaving the building.	All teachers and adults.	On-Going
Boarding and stepping onto the coach, children may fall backwards down the steps.	Children falling	One adult to lead the children onto the coach and seat the class, another adult <b>MUST</b> remain at the bottom of the coach steps by the door assisting children on in single file. Children to keep their hands free allowing them to hold onto the rails as they step up the steps.	One adult at the base of the steps to assist children and stop from falling. First Aid Kit is taken on trips	All teachers and adults.	On-Going.
<b>Seating arrangements.</b> No children to be sat in the front row or the row at the back next to the exit doors. Where there may be steps and a toilet in the centre of the coach an adult must sit nearest these steps to avoid children falling from their seats down the steps.	Children falling within the coach.	Adult to sit at the front of the coach and one at the back. Others to be spread throughout the coach including having one adult adjacent the toilet entrance if applicable.	Senior teacher to ensure adults are located throughout the coach.	All teachers and adults.	On-Going
Seat belts	Children moving around the coach when the coach is in motion.	All seatbelts to be secured correctly as children are being seated. Shoulder straps to remain across the shoulder and not go behind a child's arm/shoulder.	Senior teacher to ensure all children are safely in their seats before the coach can move.	All teachers and adults.	On-Going
Missing children	Children and staff missing from the group.	Each class teacher to ensure all children board and disembark the coach. Senior teacher to do a final head count upon boarding and when leaving the coach and ensure it tallies with the register (taken prior to boarding).	Should a child appear to be missing, senior teacher to return to the last point the child was and search the area. Headcount of all other children to ensure no one else is missing. Leisure management to be informed. <b>Missing Child Policy to be followed.</b>	All teachers and adults	On-Going
Road traffic accident	Children and staff onboard coach	N/A	Should an RTA occur, staff to assist children out of the coach and to a safe destination away from the road, as instructed by the senior teacher. Head teacher to be contacted at the school. 999 to be called if necessary.	All teachers. Coach Driver.	On-Going

**Assessment review to be each term.**

**Next assessment review:- Dec 23**