

GENERAL RISK ASSESSEMENT FOR COACH/MINI BUS TRANSPORT PENZANCE SWIMMING ASSOCIATION AND WATER POLO CLUB



RISK ASSESSMENT REVIEW CARRIED OUT ON THE 23/01/2018 BY JAMES RYAN - HEAD COACH

REVIEW DATE: JAN 2019

HAZARD OBSERVED	WHO MAY BE HARMED?	RISK RATING BEFORE CONTROLS	CONTROL MEASURES	RISK RATING AFTER CONTROLS	ASSESSMENT BY INITIALS
<u>Struck by moving vehicles</u>	<ul style="list-style-type: none"> Swimmers 	Medium	<ul style="list-style-type: none"> Strict supervision at all times. Swimmers to be appropriately supervised across any car parks/roads with stopping points chosen to minimise the need to cross car parks and/or roads. Swimmers to be made aware of safe collection points. Swimmers to disembark in small groups rather than one long stream. 	Low	JR/SR
<u>Lost/Abduction</u>	<ul style="list-style-type: none"> Swimmers 	Medium	<ul style="list-style-type: none"> Ensure the bus driver is aware of route to be taken before setting off. During rest breaks swimmers to be given clearly defined areas in which to stay. Swimmers to be in groups never on their own (minimum of three). Swimmers should go to the toilet having informed an appropriate adult. Assistants to be positioned where they can see toilet entrances and to avoid possible abduction/absconson. Head counts to be taken prior to escorting swimmers back to the transport and again when seated on the coach. Assistants to patrol areas swimmers are in, especially if not under direct supervision. 	Low	JR/SR
<u>Sickness/medical conditions</u>	<ul style="list-style-type: none"> Swimmers Assistants and other adult helpers 	Medium	<ul style="list-style-type: none"> Sick bags/buckets and appropriate paper towels and disinfectants should be carried in case of sickness. Anyone prone to travel sickness should make themselves known to the assistants/helpers. Coach to be informed if medication has been taken for travel sickness. Any medical conditions to be made known prior to travel so precautions can be taken. 	Low	JR/SR
<u>Vehicle Breakdown</u>	<ul style="list-style-type: none"> Swimmers Assistants Helpers 	Medium	<ul style="list-style-type: none"> Group Leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of swimmers If possible, choose a safe place to stop. Group to exit from vehicle if appropriate. (follow controls for being struck by moving vehicles). Put hazard lights on and call 999 if on roadside and unable to disembark. Vehicle has current MOT has been serviced and maintained. Breakdown cover obtained. Make sure there is enough fuel in the vehicle for the whole journey. Ensure group has means of summoning assistance in case of breakdown. 	Low	JR/SR

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REQUIREMENTS - NOT TO BE ALTERED	EVENTS/CIRCUMSTANCES THAT COULD INCREASE RISK	OTHER APPROPRIATE RISK ASSESSMENTS TO CONSIDER
<ul style="list-style-type: none"> Supervisory ratios of 1:4 (Adults/Swimmers). Parental consent to be obtained for this activity. 	<ul style="list-style-type: none"> Attendance of other parties of swimmers. Large numbers of people at the site. 	<ul style="list-style-type: none"> Coach Company Risk Assessment.

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<u>Travelling in Coach/Bus</u>	<ul style="list-style-type: none"> Swimmers Assistants Helpers 	Medium	<ul style="list-style-type: none"> Use of reputable coach operator, ensure competency of driver. Ensure drivers do not exceed specified driving rest periods. All group members to sit forward facing and wearing seatbelts at all times, except to go to the toilet. One at a time or to supervise the swimmers. Head count and emergency contacts to be taken for all passengers and recorded. Registered First Aider to be in attendance on all outside excursions. Helpers and coach to be positioned adjacent to emergency exit of coach or minibus. Swimmers are not to sit on the seat behind the driver or to speak to or distract the driver in any way. Driver not to use mobile phone whilst vehicle is in motion or whilst in control of the vehicle. Ensure that vehicle is driven within statutory/regulated speed limits at all times. 	Low	JR/SR
<u>Disembarking from Vehicle</u>	<ul style="list-style-type: none"> Swimmers Assistants Helpers 	Medium	<ul style="list-style-type: none"> Strict supervision at all times. Swimmers to be given clear safety instructions prior to disembarkation and told to stay seated until the vehicle has stopped. Coach, assistants and other helpers to be positioned adjacent to emergency exit of coach and or minibus. Swimmers should be broken down into smaller groups for embarkation/disembarkation. If disembarking on the road, swimmers should lead off coach in single file with adults at front and rear of the group. This should be done in small groups rather than one long stream. Assistants to be seated at varied locations throughout coach to ensure effective supervision. 	Low	JR/SR
<u>Falls in Moving Vehicle</u>	<ul style="list-style-type: none"> Swimmers Assistants Helpers 	Medium	<ul style="list-style-type: none"> Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the swimmers on the coach. Walk down the coach/vehicle holding seat tops at a slow pace. 	Low	JR/SR

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