

Risk Analysis and Management System

Name: Class Tours Ltd. / Date: 1 January 2017

Activity situation: Coach and Minibus Transport (“TRANSPORT EN CAR/MINIBUS”)

Analysis	Description		
Risks Accident, injury, other forms of loss	<ol style="list-style-type: none"> 1. Falling from or in moving vehicle(s) 2. Injuries from falling objects 3. Injuries as a result of road traffic accident 4. Struck by moving vehicles 5. Lost / abduction 6. Sickness / medical conditions 7. Vehicle breakdown 		
Casual Factors Hazards, perils, dangers	People <ul style="list-style-type: none"> - Walking around coach whilst moving - Seat-belts not fastened - Distracting driver - Not listening to safety instructions - Poor supervision by staff - Illness / allergies / behavioural problems - Lost group member - Driver fatigue / route unawareness 	Equipment <ul style="list-style-type: none"> - Vehicle / mechanical failure - Faulty seatbelts / seats - Insecure luggage/objects - Inaccessible / blocked emergency exits - No fuel 	Environment <ul style="list-style-type: none"> - Dangerous embarkation / disembarkation areas - Other moving vehicles - Inclement weather conditions
Risk management strategies Normal operation	<ul style="list-style-type: none"> - Clear safety instructions issued prior to embarkation / disembarkation - Strict supervision at all times - Seatbelts fastened at all times (except toilet / emergency reason) - Staff positioned throughout vehicle adjacent to emergency exits (where appropriate) - Headcounts taken prior to embarkation and again when seated 	<ul style="list-style-type: none"> - Vehicle to be well-maintained /serviced / insured - Use of reputable coach operator - Equipment / safety checks - Luggage correctly / safely stored within vehicle - Clear emergency procedures given and exits accessible at all times 	<ul style="list-style-type: none"> - Select sites with safe, well defined embarkation / disembarkation area - Clearly defined rest areas - Driver / group leader to assess route dependent on weather conditions, communications, (in case of) position of breakdown, age of pupils

	<ul style="list-style-type: none">- Sickbags available in case of sickness - staff to be aware of prone cases- Appropriate rest periods for driver		
Emergency	First Aid equipment, obligatory vehicle emergency breakdown equipment and means of communications with local rescue and emergency services.		