

# Risk Analysis and Management System

Name: Class Tours Ltd. / Date: 4 June 2018

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

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

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