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Transport Risk Assessment

Spectrum Ball, Sherbourne Park 13-14 May 2017

St. Anne's and St. Peter's College

Risk Assessment conducted by Alan Gillman 05/04/7

| RISK ASSESMENT | | Event: Spectrum Ball | Transfer dates | 13 – 14 May 2017 |
|---|--------------|--|---|------------------------------|
| Hazard | At Risk | Risk Control | Further Action | Residual Risk (H / M / L) |
| Failure to comply with legislative requirements for drivers | All on board | <p>Prior written assurance will be obtained from the coach company that all drivers are adequately trained and adhere to recommended standards, e.g. are checked and vetted at appropriate intervals regarding their health/fitness to drive, previous driving experience, and convictions</p> <ul style="list-style-type: none"> • have a full, current PCV licence • have and are in possession of CPC card at all times when with the vehicle • do not have past convictions for serious driving offences – e.g. drink / driving • are not facing impending prosecution for any serious driving offences e.g. drink / driving • adhere to strict working hours according to tachograph rules and regulations • are informed about and prohibited to drive under the influence of alcohol or drugs • are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully “hands–free” operated <p>Drivers resting, whilst the coach is in motion and being driven by a relief driver, take their rest in the on-board accommodation provided for the purpose and do not remain at the front of the coach</p> <p>Drivers should behave in a professional and responsible manner at all times when in control of the vehicle and also in contact with passengers and other road users</p> | <p>Adherence to CoachHire standard compliance checks</p> <p>Operator to provide customer service training</p> | L |

| Hazard | At Risk | Risk Control | Further Action | Residual Risk (H / M / L) |
|--|---------|---|--|------------------------------|
| Failure to comply with Legislative requirements and good working practices by Operator | All | <ul style="list-style-type: none"> Operator Is fully licenced (Operators licence) and that such licence covers the number of type of vehicles in the Operators fleet Operator's officers have required CPT qualifications has full insurance for all its drivers and vehicles, including public liability cover Operator has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required Operator is not at present under investigation, pending possible disciplinary action by VOSA or other regulatory bodies or faces possible prosecutions. all vehicles have a current MOT certificate all its coaches are maintained and serviced regularly (and that records are available if requested for inspection) and in compliance with the Guide to maintaining roadworthiness for Commercial goods and passenger carrying vehicles | Adherence to CoachHire standard compliance checks | L |
| Failure to maintain vehicle to required standards | All | <ul style="list-style-type: none"> Required daily and pre-dispatch checks were carried out by the driver and recorded all seats are fitted with fully operational seat belts all coaches are fitted with fire extinguishers and a fully maintained first aid kit Tyres and other external equipment are visually inspected Any specified standards such as leather seats, air-conditioning, age of vehicle are met and equipment in full operational order all emergency exits and door closures on coaches are checked daily and in good working order coaches are checked daily and in good working order | <p>CoachHire onsite coordinator to make visual inspection of interior and exterior of coach, draw any obvious defects to the driver's attention.</p> <p>Any serious, potential safety issues identified result in vehicle immediately being removed from service</p> | L |

| Hazard | At Risk | Risk Control | Further Action | Residual Risk (H / M / L) |
|------------------------------------|------------|--|--|------------------------------|
| Mechanical breakdown - motorway | All | Evacuate the vehicle and get the party behind the side crash barrier as soon as possible. | Keep the passengers in a safe position until either the problem is fixed or replacement transport arrives. Check transport that firms have procedures in place to cover such circumstances. | H |
| Mechanical breakdown – other roads | All | On normal roads keep passengers safe by remaining on the transport if it is safe to do so. If not, then move the passengers to a safe location protected from oncoming traffic. When moving follow the highway code and driver to supervise the passengers to avoid danger. | Provide clear channels of communication for clients, passengers and booker Contact client as soon as possible. Replacement vehicle to be arranged where necessary | M |
| Road Accident (Minor) | Passengers | If the accident is not serious. Check the passengers to ascertain whether any injuries have taken place (if so follow injury procedure below) If no injuries, assess the vehicle to check whether it is still roadworthy and if so continue the journey. If not roadworthy a replacement vehicle is to be provided. | Provide clear channels of communication for clients, passengers and booker Contact CoachHire as soon as possible. Replacement vehicle to be arranged where necessary | M |

| Hazard | At Risk | Risk Control | Further Action | Hazard |
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| Road Accident (Serious) | Passengers | <p>If the accident is serious</p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Contact the emergency services</p> <p>Deal with casualties as best as you can until emergency help arrives.</p> | <p>Contact CoachHire as soon as possible.</p> <p>Cooperate with the emergency services and notify the client if a passenger is being transferred to hospital if possible</p> | H |
| Passenger becomes ill or gets injured | Passengers | <p>If appropriate, drive to the nearest hospital with the casualty, if not call emergency services.</p> <p>Contact to made with Coachhire/ Client so that next of kin can be informed as soon as possible</p> | <p>Contact CoachHire as soon as possible.</p> <p>Cooperate with the emergency services and notify the client if a passenger is being transferred to hospital if possible</p> | M |
| Driver becomes ill or get injured | Passengers/ Driver | <p>If the Driver becomes ill or is injured (such injury impeding his/her ability to drive the vehicle). The driver should as soon as it is safe to do so, bring the vehicle to a stop and park in a safe place, provided they are able to do.</p> <p>Follow instructions for mechanical breakdown for passenger safety</p> <p>Contact emergency services if appropriate</p> | <p>Contact CoachHire as soon as possible, who will arrange for a replacement vehicle/driver</p> <p>Cooperate with the emergency Services if appropriate</p> | L |
| Luggage falling from overhead luggage racks | All Passengers, including leaders | <ul style="list-style-type: none"> Only one piece of hand luggage to be taken on board & stored securely in overhead rack All remaining luggage to be stored in luggage hold compartments | Driver check luggage racks before coach departs | L |

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|--|------------------|---|--|----------|
| Passenger goes missing during journey at journey break location | Passengers | If at a break during a journey not all the passengers who disembark the vehicle have got back on board at a rest stop (for example at a motorway service station) all reasonable efforts should be made to locate the missing passengers. | Contact CoachHire for guidance | L |
| Manoeuvring /reversing vehicles in areas with Pedestrian traffic | Other road users | <p>Where reversing areas are needed, are they marked to be clear to both drivers and pedestrians if possible.</p> <p>Reversing should only take place where there is enough light for drivers and pedestrians to see clearly what is happening.</p> <p>Segregating pedestrians and vehicles, and improving the ability of the driver to see around the vehicle from the driving position, should be implemented where practical.</p> <p>If the risk assessment shows site controls cannot be improved further a banksman should be deployed to direct reversing vehicles, and they must be adequately trained and visible</p> | <p>High-visibility equipment should be worn</p> <p>Portable radios or similar communication systems and additional personnel to control traffic flow should be considered</p> <p>In low-light conditions adequate lighting should be provided.</p> | M |

| Site Specific Risk Assessment – Sherbourne Park | | | | |
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| Hazard | At Risk | Risk Control | Further Action | Hazard |
| Pedestrian / Vehicle interaction, dropping passengers | Pedestrians being hit by moving vehicles | <p>A defined drop area is to be designated on the main event field, the access route must be lined with crowd control barriers to prevent any pedestrian interaction.</p> <p>The area should be covered by floodlights</p> | Security personnel to be designated to guide passengers from drop zone to event area and prevent passengers returning to vehicles | L |
| Vehicles getting stuck in mud / environmental damage | Vehicles | <p>The main area is grass covered class 2 aggregate, this should minimise the risk of vehicles getting mired in the event of heavy rain prior /during the event.</p> <p>High traffic areas for example through the access gates should utilise temporary ground reinforcement http://gridforce.co.uk/# to protect and stabilise the transit areas</p> | Plans to be made for site layout including areas requiring reinforcement and arrangements made to have the necessary substrate provided prior to the event | L |
| Pedestrian / Vehicle interaction, loading passengers | Pedestrians being hit by moving vehicles | <p>The passenger loading area must be clearly defined and crowd control barriers deployed to provide holding pens and queueing systems manned by adequate security personnel to ensure safe and effective loading.</p> <p>Area must be floodlit for clear visibility</p> | <p>Crowd control barriers to be deployed before event.</p> <p>Security personnel to be adequately for passenger numbers</p> <p>Clear point of liaison between security and traffic marshals</p> | L |
| Pedestrian / Vehicle interaction, passenger intoxication | All Passengers | <p>A visual inspection of all passengers will be carried out prior to boarding, any passengers who are assessed not to be in a fit condition to travel, will be segregated out and separate arrangements made for their transport.</p> <p>A number of the passengers will be intoxicated; it is recommended that security personnel will be travel on all larger vehicles (over 18 seats) to ensure passenger conduct</p> | First aid personnel to be available to provide assistance if necessary | M |
| Traffic marshal / co-ordinators competence | All | Only properly trained and qualified personnel to be deployed, liaise with operators and agency as required to verify | Adherence to standard Coachhire Compliance checks | L |

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| Environmental Impact | Local residents and community | Sherbourne Village is unsuitable for high volumes of road traffic, and should not be used for either access to or egress from the event site, due to vibration and noise. | <p>All drivers to be provided with access maps with clear instructions as to route.</p> <p>Traffic marshals to be deployed to ensure compliance for access</p> | L |
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