

RISK ASSESSMENT –
Supply of Coach Services for School Groups
Company: Seaxes Travel Ltd (Division of Theobolds Coaches and Holidays Ltd)

Activity: Transport of school children and staff for educational visits, sports fixtures, and authorised trips

Review Period: 12 months

Assessor: R C Carville

Date: 20th November 2025

RISK MATRIX
Likelihood (L) Severity (S) Risk Rating (R = L × S)

1 – Very Unlikely	1 – Minor	1–4 Low
2 – Unlikely	2 – Moderate	5–9 Medium
3 – Possible	3 – Serious	10–15 High
4 – Likely	4 – Major	16–20 Very High
5 – Very Likely	5 – Fatal	

RISK ASSESSMENT TABLE

Hazard	Risk	Persons at Risk	Controls / Existing Measures	L S R	Additional Actions
Boarding / alighting coach	Slips, trips, falls, crushing	Pupils, staff, driver	Safe parking; hazard lights; steps illuminated; driver supervises boarding; teachers manage behaviour; use of kerb where possible	2 3 6	School staff briefed on safe boarding, use of designate safe places (Bus Stops) where possible
Child wandering into traffic	Injury or fatality	Pupils	Staff supervision at boarding; headcounts; driver positioned safely; use of safe pick-up bays	1 5 5	Remind schools to pre-brief children
Road traffic accident	Injury or fatality	All passengers, public	Experienced, licensed drivers; vehicle checks; journey planning; legal speed compliance; defect reporting; seatbelts fitted and required	2 5 10	Route pre-check for hazardous areas
Behavioural issues on board	Distraction to driver, injury risk	Pupils	Teachers responsible for behaviour; no standing while coach is moving; CCTV (if fitted); driver avoids disciplinary action	3 3 9	Include behaviour expectations in school brief
Incorrect headcount / missing child	Child left behind	Pupils	Mandatory headcounts by school staff; school takes final responsibility; driver checks bus before departure	1 5 5	Use printed headcount sheets
Medical emergency / illness	Delay or worsening condition	Pupils	School staff carry medical info; driver contacts emergency services; first aid	2 4 8	Ensure staff know emergency stop protocol

Hazard	Risk	Persons at Risk	Controls / Existing Measures	L S R	Additional Actions
Weather hazards (ice, rain, heat)	Slips, visibility issues, heat stress	Pupils, staff, driver	equipment available; safe stopping procedure Adjust driving; climate control; ensure safe walking areas; additional time allowed	2 3 6	Monitor forecast before travel
Vehicle breakdown	Stranding, delays, distress	Pupils, staff	Regular maintenance; pre-use checks; immediate dispatch of replacement coach; driver communication with control	2 3 6	Provide schools with control contact number
Luggage loading/unloading	Back injuries or dropped items	Pupils, staff, driver	Driver handles heavy items; pupils supervised and kept away from luggage area	2 2 4	Provide reminder to supervisors
Safeguarding concerns	Inappropriate interactions or risk to child	Pupils	Drivers DBS-checked (if required); safeguarding awareness; contact with pupils kept professional; teachers present at all times in relevant required ratio for age of children	1 5 5	Ensure schools understand supervision duty
Emergency evacuation	Injury during evacuation	Pupils, staff	Drivers trained; passengers briefed when appropriate; emergency exits checked; staff support pupils	1 4 4	Pre-trip safety talk for long trips
Fatigue (long trips)	Reduced driver concentration	Driver	Legal drivers' hours compliance; mandated breaks; second driver if required	2 4 8	Schools advised not to overload itinerary

CONCLUSIONS

With the above controls in place, the risks associated with supplying coach services for school groups are **reduced to an acceptable level**.

SIGN-OFF

Assessor Name: R C Carville

Signature: _____

Date: 20th November 2025

Manager Approval: Daniel Butterfield

Signature: _____

Date: 20th November 2025