

# EIS Future Stars Coach Travel

Title of Event:		Future Stars				
Location:		English Institute of Sport Sheffield, Coleridge Road, Sheffield S9 5DA. Website: <a href="https://www.sheffieldcitytrust.org/venues/eis-sheffield">https://www.sheffieldcitytrust.org/venues/eis-sheffield</a>	Assessment by:		Sarah Burdett, School Sport Manager, Get Ahead Partnership.	
Date of Assessment:	January 2024	To be reviewed by (Target Date):	January 2025	Date of Last Assessment (if applicable):	January 2023	
Year Groups of Participants (if applicable)		KS1 & KS2	Groups at Risk		GAP Staff, School Staff, Participants.	
Significant Hazards	Current Control Measures Comments/Recommendations	Action to be taken by?	Completed? (OTD on the day or ✓ prior to event)	Likelihood (L) 1 - 5	Severity (S) 1-5	Risk Rating
Boarding and alighting from the coach.	<ul style="list-style-type: none"> <li>GAP and School Staff ensure movement is kept orderly. Give assistance / aid if required. Each bus will have a GAP Staff member on board.</li> <li>GAP Staff to supervise at the doorway. Ensure safe exit/entry points when parked.</li> <li>Boarding and alighting coach takes place in car park / bus coach parks at various venues.</li> <li>Hand gel will be available on each bus.</li> <li>All passengers will be asked to sanitise hands on boarding the coach.</li> <li>Windows will can be opened or air conditioning switched on to promote air circulation.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> <li>GAP Staff</li> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> <li>OTD</li> </ul>	1	5	5
Slips, trips and falls on board.	<ul style="list-style-type: none"> <li>Staff to ensure on board movement is kept to a minimum.</li> <li>All persons seated whilst coach is moving. One person per seat.</li> <li>Seat belts to be worn by everyone.</li> <li>Ensure any instructions from the driver are understood and followed.</li> <li>Each coach will have a first aid kit.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> </ul>	1	5	5
Luggage.	<ul style="list-style-type: none"> <li>All bags etc to be stored safely.</li> <li>All exits kept clear.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> <li>Staff and School Staff</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> <li>OTD</li> </ul>	1	2	2
Injuries caused by misbehaviour during travel.	<ul style="list-style-type: none"> <li>Supervisors to ensure that all participants behaviour is suitable.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	2	2
Traffic accident /breakdown.	<ul style="list-style-type: none"> <li>Use of mobile phone to call for assistance and use of roadside emergency phones where possible.</li> <li>Remove all passengers from danger possible. If on motorway hard shoulder vacate the vehicle/roadside. If in outside lane stay on board unless unsafe.</li> <li>Supervise all pupils. Administer first aid if required.</li> <li>Driver to make recovery arrangements.</li> <li>Inform other GAP staff, venue and school(s) of situation.</li> </ul>	<ul style="list-style-type: none"> <li>Driver, GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	4	4
Long driving hours/tiredness.	<ul style="list-style-type: none"> <li>Use of professional licensed PCV Operator, Qualified drivers.</li> <li>Local Regulations adhered to. Coach Company : JOHNSONS COACHES. Website: <a href="http://www.johnsoncoaches.com">www.johnsoncoaches.com</a> Tel: 01652 408250</li> </ul>	<ul style="list-style-type: none"> <li>Driver</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	1	4	4

Significant Hazards	Current Control Measures Comments/Recommendations	Action to be taken by?	Completed? (OTD on the day or ✓ prior to event)	Likelihood (L) 1 - 5	Severity (S) 1-5	Risk Rating
Lost or missing passengers.	<ul style="list-style-type: none"> <li>Count heads before any departure.</li> <li>Use "buddy" system as a check.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	5	5
Lost luggage.	<ul style="list-style-type: none"> <li>Staff to make final checks before departure.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	1	1
Travel sickness.	<ul style="list-style-type: none"> <li>Use Travel sickness tablets if approved &amp; supplied by parents (on consent form) for known sufferers.</li> <li>Check for good airflow. Air Freshener.</li> <li>Have sick bags/bucket available.</li> <li>First aid, gloves, bottled water.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	3	3
Emergency evacuation.	<ul style="list-style-type: none"> <li>Follow drivers' instructions.</li> <li>Ensure safe supervised exit.</li> <li>Escort all passengers to a safe area.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	4	4
Double-Decker bus (if applicable).	<ul style="list-style-type: none"> <li>Staff of those children on the upper deck to supervise upper deck.</li> </ul>	<ul style="list-style-type: none"> <li>School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	4	4
Toilets on coach	<ul style="list-style-type: none"> <li>There are no toilets available for use on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	1	1	1
	<ul style="list-style-type: none"> <li>Group leader to monitor and make ongoing Risk Assessments throughout the journey, if necessary plans to be altered/cancelled accordingly.</li> <li>Group leader to ensure vehicle is suitable for group i.e. access seatbelts etc.</li> <li>Staff to have a working knowledge of/ or qualified in first aid.</li> <li>First Aid kit available.</li> <li>GAP should ensure that the coach drivers have been CRB cleared – enquire of company.</li> <li>Ensure child protection guidelines are followed.</li> <li>Staff supervision to agreed levels by approved staff and helpers.</li> <li>Full details of all involved available to group leader/s.</li> <li>Emergency procedures for contacting school etc. understood by all staff &amp; helpers.</li> <li>In case of major emergency follow instructions of emergency services etc. (get inside, stay inside, tune in to local radio)</li> <li>If necessary, change/cancel plans and/or return to base.</li> </ul>	<ul style="list-style-type: none"> <li>GAP Staff, School Staff and Participants</li> </ul>	<ul style="list-style-type: none"> <li>OTD</li> </ul>	1	5	1