**School Swimming Risk Assessment**

**Model Risk Assessment - School Swimming - Visit to a Public Pool**

The **Risk Assessment** is to be written by a senior member of the School Management Team and/or Governors, and must be reviewed, signed and dated on an annual basis.

As with all risk assessment processes, the risk assessment template on the pages that follow illustrates a typical range of generic issues. This should be adapted to meet your specific school requirements.

Written risk assessments should be reviewed on a regular basis, typically **annually**, but also following a **near miss or injury**. **All staff** involved in school swimming should know the location of, and read, written risk assessments.

The **Normal Operating Procedure** and **Emergency Action Plans** are compiled from the findings of a **Risk Assessment**, and therefore, there may be alterations that need to be made to meet individual schools’ operations.

Once set and agreed, the **NOP** and **EAP** must be made available to those who may be required to operate or manage the swimming pool and its use, and their understanding of its use be tested.

| **Safe Practice in School Swimming – General Risk Assessment Template****Note: The significant points and control measures of the risk assessment should be known and understood by all involved, including staff and the children/young people** |
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A risk assessment must be carried out prior to participating in any structured school swimming sessions. The content should be agreed by the senior leaders in your school and shared with all accompanying adults. In each pool, session, pupil group and the staff participating, will have unique features that make particular demands upon safety and must therefore be assessed individually to ensure all risks are considered and controlled.

Risk assessments must consider all known risks and the control measures in place to mitigate them and must be flexible enough to accommodate any on-going or dynamic changes that may be required during the course of any swimming session. The planning process must include consultation with the pool provider and swimming teaching staff.

In addition to following the school's general risk assessment for swimming sessions, accompanying school staff are expected to undertake a dynamic risk assessment in situ each time they attend the pool, however this does not need to be documented unless it identifies changes that are required to the general risk assessment. Staff should ensure action is taken to control any identified changes such as:

* the integrity of the pool enclosure/building
* the age, range of ability, and number of pupils in each class
* the activities being undertaken
* the qualifications of the people leading and supporting the session
* known additional needs/medical conditions of those participating
* weather conditions
* water quality and temperature
* availability and condition of rescue/emergency equipment

If there is any doubt about the safety of the session, don’t proceed. Ensure concerns are addressed and resolved with the leisure provider prior to pupils being allowed to swim.

**Public Pools**

The school needs to make a judgement if the public pool is safe and appropriate for school swimming. Where public pools are used regularly for swimming sessions, the school and leisure provider should arrange an induction course on the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) to ensure that all accompanying school staff are clear about how the pool operates and the role they will play in an emergency before the school swimming programme starts.

Responsible staff in schools whose pupils take part in swimming sessions must be familiar with:

* risk assessments for the pool
* the Normal Operating Procedure (NOP)
* the Emergency Action Plan (EAP)
* conditions of hire/hire agreement
* pool rules (usually found in NOP and displayed on the poolside)
* any special requirements or medical conditions of pupils

The general risk assessment template below has been split into the following sections:

* **People**
* **Context**
* **Venue/Environment**
* **Organisation**

Under each section there is a range of potential risks and control measures to consider. Schools who use this general risk assessment **must** tailor its contents to reflect their own specific local arrangements including removing or adding any additional control measures (please remove or amend the red text throughout the risk assessment template as appropriate).

| **PART A. ASSESSMENT DETAILS:**  |
| --- |
| **Area/task/activity**: School Swimming Sessions**Location of activity**: Local Swimming Pool (add full address) |
| **School name, address and contact details:** |  | **Name of Person(s) undertaking Assessment:** |  |
| **Signature(s):** |  |
| **Headteacher (Name):** |  | **Date of Assessment:** |  |
| **Signature:** |  | **Planned Review Date:** |  |
| **How communicated to staff:** |  | **Date communicated to staff:** |  |

| **PART A.2 - CLASS DETAILS:** |
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| **Class:**  | **Teacher (Name):**  |
| **SEND Pupil(s):**(please state the pupils to be aware of)  | **Medical conditions (asthma, epilepsy etc):** (please state the pupils to be aware of)  |
| **EAL Pupil(s):**(please state the pupils to be aware of)  | **Any other pupil(s) to be aware o**f (Behavioural, Social, Anxiety) (please state the pupils to be aware of)  |
| **Swimming ability of Class** (insert the appropriate numbers / names into the headings below)  |
| **Beginner:**  | **Low ability:**  | **Improver:**  | **Advanced:**  |

| **PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:** |
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| **List of significant hazards**(something with the potential to cause harm) | **Who might****be harmed**Pupils (P)School Staff (SS)Leisure Provider Staff (LPS)Members of Public (MOPs)Other Pool Users (OPU) | **Type of harm** | **Existing controls** (actions already taken to control the risk -include procedure for the task/activity where these are specified) |
| **PEOPLE** |
| Unclear roles and responsibilities | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * All school staff accompanying students to swimming sessions:
* are given a clear role;
* understand the limits of their role;
* are confident on poolside and suitably qualified;
	+ A minimum of **two** members of staff need to have completed the Swim England National Curriculum Training Programme at either a Stage 1 Support Teacher of School Swimming and/or a Stage 2 Teacher of School Swimming.
	+ Swim England and/or Swimming Teachers Association qualifications are also recognised.
* communicate with the other adults on safety issues;
* have the necessary discipline and control standards;
* know, understand and are able to apply the NOPs and EAP (have signed and dated understanding and reading of these documents). ;
* are suitably dressed for their role in the session (appropriate clothing and footwear for poolside).
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| Inadequate supervision levels | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * A completed register of pupils is updated and provided to the swimming teacher for them to check before each session. This includes:
* staff/student ratios
* the special needs of any participants
* Factors considered include:
* the age of pupils
* the range of swimming ability; each new pupil is checked at the first session, in shallow water so that baseline data can be gathered
* the use of floatation aids
* the ability of pupils to comprehend instructions including their command of the language in which the session is delivered
* Any medical or additional needs
* Pupils only enter the pool once the lifeguard(s) is in position.
 |
| Prevention of loss of pupil or member of staff: | P, SS, LPS, MOP and OPU | Safeguarding  | Strict adherence to procedures for Head Counts at all arrival and departure points**Pupil lost for more than 10 minutes*** Emphasising to pupils that they should stay in groups as instructed at all times
* Emphasise the need to be at meeting points on time

**Pupil lost for more than 1 hour*** Gather all other pupils together, ensure their safety and keep them together
* Inform leisure provider staff
* Send member of staff to check the toilets, changing rooms, meeting point etc
* Notify local police, school contact
* Dependent on age, time of day and location, decide with the school contact whether to instigate the County Emergency Procedure
 |
| Use of unqualified swimming teachers | P | Poor swimming technique, near drowning, drowning | * Checks are made to ensure lessons are undertaken by suitably qualified and competent staff, e.g. NGB qualified (Swim England and Swimming Teachers Association), and trained to industry standards and local procedures for the site being used for swimming sessions.

Since teachers are in loco parentis as well as having general health and safety responsibilities for the pupils under their charge then, particularly where sizeable groups of pupils visit a public or other swimming pool and/or pupils with disabilities and/or special educational needs also comprise the group, the school should ensure that **sufficient teachers holding relevant qualifications**, possibly even including lifeguard/saver qualifications, are also **present with the pupils on poolside** so that undue reliance is not always being placed on the effectiveness of the resident lifeguard in a situation where one or more pupils get into difficulties. The resident lifeguard at a public pool owns an equal duty of care to others using the pool at the same time as the pupils and so may not always be available immediately should a pupil from the group get into difficulties. Suitably trained teaching staff would be expected to immediately act and intervene in such circumstances. |
| Pupils  | P  | Injuries, near drowning, drowning, feeling distressed  | All pupils understand the pool rules and have regular opportunities to demonstrate this understanding, e.g. ‘Whistle/alarm drill’. Any absent pupils are informed of pool rules and procedures as above and this should be documented.* Pupils only enter poolside once lifeguard/s is/are in position
* Pupils are assessed; **baseline data is gathered before** and during the first lesson (refer to the pre-swimming form in Appendix Z3 .
* Pupils are not swimming out of their depth until after water based assessment and deemed competent to do so
* Use of appropriate swimming aids for pupils
* Teachers with a responsibility for water safety / spotters have easy access to a rescue pole
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| Pupils with known medical needs or behavioural conditions | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed | * Medical and behavioural conditions are considered on an individual basis and any necessary safety measures are identified and put in place such as **increased staff/student ratios;**
* The school liaises with the swimming teacher to provide a register, up to date medical information, and any other relevant information;
* Pupils are supervised carefully by a responsible adult. If required additional staff are allocated to support supervision;
* Pupils with conditions such as **epilepsy** require careful observation. Shimmering water or flickering lights may trigger a seizure and require careful 1:1 observation by a dedicated spotter.
 |
| Dealing with persons with special needs | P, SS, LPS | Injuries, near drowning, drowning, feeling distressed | An individual written risk assessment has been made for all users of the pool who have disabilities/special needs.If persons with special needs or mobility difficulties use the pool, suitable hoisting equipment is available and sufficient additional helpers will be present, including 1:1 supervision, if required.Where manual support is provided in the water by additional adults, care needs to be taken to:* Avoid embarrassment to pupil or adult
* Ensure support is provided in an appropriate form.
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| Pupils with religious or cultural needs | P | Injuries, near drowning, drowning, feeling distressed  | * Staff must ensure there is a reasonable balance between safety, cultural requirements and the need to be able to see the limb movements of students during swimming sessions;
* The gender of the person(s) responsible for overseeing the activities is considered when organising activities.
* Swimming hats have been developed to be more inclusive i.e. having a ‘loose fit’ design. Information about these can be found [here](https://www.lahtak.com/).
 |
| Pupils putting themselves at risk or not following pool rules  | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * All pupils understand the pool rules and have regular opportunities to demonstrate this understanding, for example, whistle/alarm drill reminders/tests are provided regularly;
* Pupils are briefed regarding:
* pool safety rules;
* required behaviour / agreed sanctions e.g. no running, jumping or diving (unless part of the session)
* the dangers of pushing, dragging or ducking others;
* Pupils are not allowed to swim out of their depth until after a water-based assessment has been completed and they are deemed competent to do so;
* Appropriate swimming aids are provided for those pupils assessed as requiring them.
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| Swimming costumes and personal swimming equipment e.g. goggles | P | Minor injuries, feeling distressed  | * Schools ensure pupils' swimwear is fit for purpose prior to allowing them entry to the pool area. One piece costumes or tight swim trunks or shorts – no Bermuda style shorts
* Children with long hair are required to wear swim caps to prevent their vision being impeded during the session.
* Correct balance between safety, cultural requirements and the need to be able to see the limb movements of students

**Goggles**As required by Bucks Safe Practice in School Swimming Policy and Guidance 2023, pupils wishing to wear goggles must bring a letter signed by parents giving consent (See Appendix G, for sample letter)* Pupils must have been taught to put on and take off goggles in the correct and safe fashion (i.e. to ensure protection of eyes from impact damage through stretching the eyepieces away from the face with wet fingers)
* - Goggles should be British Standard Approved goggles which include makes such as Speedo or Zoggs.
* On occasions pupils will be asked to remove their goggles in order to safely perform certain aquatic activities e.g. Water Safety elements within lessons, Water Polo and entries into the water (jumping/ diving).
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| Poor hygiene, wearing of jewellery | P  | Injuries caused by wearing jewellery, pollution of water  | * Pupils are encouraged to perform the recommended hygiene procedures before entering the water, such as:
* going to the toilet if needed prior to entering the water;
* removing any jewellery; these items should be removed before being permitted to take part in pool/swimming activities delivered as part of the National Curriculum. These include ear, nose and tongue studs.
* showering to remove any body or hair products;

Upon exiting the pool, pupils are encouraged and assisted where necessary to shower, wash their hair and dry themselves before getting changed back into their normal school clothes.  |
| Manual handling and lifting of persons | P, SS | Injuries, near drowning, drowning, feeling distressed  | Severely disabled pupils must never be manually lifted in and out of pools by staff and should only enter the pool where appropriate hoists have been provided with suitably trained operators availableAll persons involved in lifting persons with mobility difficulties in and out of the pool receive training and refresher training in back care and the use of the hoist, slings and other lifting equipment.All hoists and slings are examined and inspected by a competent person every six months and records of these inspections are kept?All slings are cleaned and laundered regularly.If deemed appropriate for school staff to support a pupil in the water, ensure that best practice is followed - refer to page 42, Bucks Safe Practice Policy Document. |
| Relevant Medical Conditions  | P, SS, LPS | Medical  | Group leaders need to ensure that they are fully briefed about any potentially life-threatening medical conditions affecting their pupils including what signs they should be looking for and what action they need to take, such as whether there needs to be one-to-one supervision in the pool. This should not compromise the numbers of qualified members of staff on poolside; the additional adult (DBS checked, confident in water and able to swim) does not need to be qualified but is aware of the Pool NOP and EAP.The emergency evacuation of this group has been considered and recorded in the Emergency Action Plan?- All staff on poolside aware of all known medical conditions prior to the commencement of the lesson- Written permission must be obtained before pupils can take part- Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision- Pupils with epilepsy require careful 1:1 observation, as shimmering water or flickering lights may trigger a seizure- Asthma inhalers labelled and brought onto poolside by swimmer- Diabetes medication labelled and brought onto poolside by swimmer or school staff- Allergy and other required medication labelled and brought onto poolside by swimmer or school staff |
| **CONTEXT** |
| Class size and supervision ratios | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * Class sizes are in line with recommended ratios of Swim England. These take into account variable circumstances such as; age, special needs, challenging behaviour of pupils
* Whoever is in charge of the water safety of the group poolside is aware of the permitted number in the group
* Regular scanning and accurate head counts are carried out during the session
 |
| **Specific Activities:** Diving  | P, SS, LPS, MOPS and OPU | Injuries, near drowning, drowning, feeling distressed  | Teachers hold relevant qualifications to teach diving.- Refer to Bucks Safe Practice in School Swimming Policy and Guidance 2023, Health and Safety in Swimming Pools 2020 and also to AfPE Safe Practice in Physical Education and Sport 2020 for water depths, entries and progression for diving.**Goggles should not be worn when learning to dive.****Swim England guidance on water depth -** [**https://www.swimming.org/sport/minimum-entry-depth-guidance/**](https://www.swimming.org/sport/minimum-entry-depth-guidance/)  |
| **Specific Activities:** Teaching Water Safety and safe self rescues  | P, SS, LPS, MOPS and OPU | Injuries, near drowning, drowning, feeling distressed  | - Ensure pupils are competent at skills without additional clothing before introducing clothing- Caution applied when introducing clothing in the water (e.g. introduce clothing gradually; appropriate depth)- Contact rescues should not be taught to children under 13 years of age- Increase the depth at which swimmers climb out gradually. |
| **Specific Activities:** Teaching Water Polo  | P, SS, LPS, MOPS and OPU | Injuries, near drowning, drowning, feeling distressed  | - No goggles to be worn (risk of ball hitting eyes)- Play in depth appropriate to swimming ability- Spacing with balls- Water polo hats to be worn where possible (ear protectors)- Short games (be vigilant about pupils tiring)- Smaller/lighter balls- Use of aids where required |
| **Specific Activities:** Teaching Artistic Swimming (previously referred to as synchronised swimming)  | P, SS, LPS, MOPS and OPU | Injuries, near drowning, drowning, feeling distressed  |  Use of aids where required- Depth appropriate to ability- Ensure artistic swimming jumps/stepped entries have been approved by qualified Swimming Teacher and are supervised at all times (refer to safe depths for feet first entries: Bucks Safe Practice in School Swimming Policy 2020 and AfPE Safe Practice in Physical Education and Sport 2020)**Additional support on Artistic Swimming -** <https://www.swimming.org/artistic-swimming/>  |
| **Specific Activities:** Timed swims/ main activity tasks  | P, SS, LPS, MOPS and OPU | Injuries, near drowning, drowning, feeling distressed  | Be vigilant to tired swimmers who may be overtaxing their physical strength and swimming ability (risk of hyperventilation) |
| **Swimming Lesson Finishing Procedure**  | P, SS, LPS, MOPS and OPU | Injuries, near drowning, drowning, feeling distressed  |  School staff should count pupils off the poolside and walk around the pool at the end of each aquatics lesson to ensure it is clear of all pupils. |
| Safeguarding | P | Injuries, physical abuse, loss of a pupil, near drowning, drowning, feeling distressed  | * All teachers, staff and volunteers are DBS checked
* A register and headcount is recorded prior to, during and after the swimming session to ensure all children are accounted for. Depending on the group, a buddy system may be considered so that each child has a buddy
* School staff count pupils:
* on and off the bus
* in pool reception areas
* on entry and exit from the changing rooms
* off the poolside and walk around the pool at the end of each session to ensure it is clear of all pupils.
* Pupils are supervised during movement from the school to the coach, and from the coach to the pool, and vice versa
* Separate school changing areas are made available where possible
* Adequate supervision of changing rooms is in place whilst in use
* Where necessary, children are given assistance to get changed
* If both male and female staff are not able to accompany each class, the school will enlist the cooperation of pool staff (assured and consistent; familiarity and adherence to Safeguarding Policies)
* Safe supervision of sessions takes account of whether the group has sole or shared use of the pool. Shared use with the general public has further implications for supervision and safety, where necessary additional measures will be put in place.
* List any factors that you have taken into account if the pool is shared with the general public, for example, lifeguarding responsibilities.
 |
| Lack of emergency procedures | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * Formal checks are made of the pool's policies/arrangements including:
* Who provides a designated first aider?
* Are there adequate levels of trained first aiders on site?
* Is a clear communication network in place between the swim teacher and the school staff?
* NOP and EAP in operation and understood by the school staff?
* Where there are no lifeguards provided by the pool management, the school organiser will ensure that:
* An appropriate number of qualified lifeguards is available to provide constant supervision
* The lifeguard(s) will be at a point (poolside) where all the area used by the group can be observed
* The lifeguards will remain alert to danger, and ready and prepared, if necessary, to enter the water to conduct a rescue
* In addition to qualified lifeguards, a sufficient number of other leaders will act as volunteer/supervisors, where appropriate staff will be positioned in the water and/or on poolside
* Lifeguards will have access to, and be competent in, the use of suitable rescue equipment.
* The emergency evacuation of the group has been considered and recorded in the EAP; (If you have a separate emergency action plan, please signpost to it from here or append a copy to this risk assessment)
* Consideration is given to the 'on location' emergency evacuation arrangements, for example, in the event of fire or accidental chemical release
* A member of staff always has access to a telephone allowing direct contact from the bus/pool to the emergency services
* There is a named emergency base contact at the school that will be informed of any emergency situation so they can take any necessary action locally, such as inform pupils' parents, etc
* The emergency base contact knows what actions they need to take if the party fails to return to the school or does not make contact with them by the agreed time
* Please detail your specific emergency control measures here.
 |
| Lack of emergency equipment | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * Safety equipment, such as poles, throwing ropes or throw bags, first aid provision and emergency alarms, are:
* fit for purpose
* sufficient in quality and quantity
* regularly checked for defects
* positioned to be readily available without creating additional hazards for pool users
* Teachers with responsibility for water safety have easy access to a rescue pole
* Access to a telephone giving direct contact from the pool to the emergency services is essential
 |
| Pool equipment, including teaching aids | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * The leisure provider ensures that goggles, floats and other teaching aids that they provide are in a good condition and:
* conform to a BS EN standard, where available
* are checked before the session to ensure safe to use
* are close at hand for easy access and use during the lesson
* are placed tidily on the poolside to minimise tripping or other safety hazards
* are used appropriately to avoid over-reliance on it
* are appropriate and safe for the needs of the students
* are correctly fitted or held according to the design or purpose of the aid
* The leisure provider ensures that equipment used for the session is stored in a safe and dry location
* Any children misusing equipment are disciplined accordingly.
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| **VENUE/ENVIRONMENT (some of the following aspects are the responsibility of the leisure provider however school staff must satisfy themselves that appropriate consideration has been given to these aspects)** |
| Pool design | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | * The suitability of the general design of the pool area for teaching and coaching includes consideration of:
* pool access
* the pool shape and blind spots, including those resulting from the position of equipment
* special water features such as; sprays, inlets, and wave machines
* environmental impacts such as; glare, reflection, lighting and noise
* the pool depth in relation to the ability and height of the pupils, such as:
	+ the depth and extent of shallow water areas
	+ the extent of deep water areas
	+ the pool floor profile, in particular sudden changes in depth
	+ the possibility of being able to segregate the shallow water area, for example, roping off and using a boom
 |
| Pool Access - Handrails, rest ledges, steps and ladders  | P, SS, LPS, OPU | Injuries, near drowning, drowning, feeling distressed  | - Any rest ledges or handrails are secure and free of limb traps- Pool access ladders are securely mounted, free of excessive movement or gaps in which limbs could be trapped- The ladders are positioned to prevent the risk of trapping between the ladder and the poolside |
| Water quality and temperature | P, SS, LPS, OPU | Skin itching or feeling dry, sore eyes, feeling too cold, shivering, or feeling too hot | * Consideration is given to:
* the temperature of the pool water (and the air) in respect of comfort, bearing in mind pupils’ size, age, and physical ability
* clarity of the pool water
 |
| Changing facilities | P | Minor injuries, physical abuse, loss of a pupil, feeling distressed  | * School staff have assessed the facilities with regards to:
* the risk with regards to showers and other washing facilities, seating, floors, toilets and equipment i.e. hairdryers
* the need for accessible changing facilities
* the security of valuables
* providing appropriate group supervision and establishing and communicating contact points
* managing and organising toileting arrangements
* Children are monitored while changing
* Separate school changing areas made available where possible
* Adequate supervision of changing
* Where necessary, children are given assistance changing
* If both male and female staff are not able to accompany each class, enlist cooperation of pool staff (assured and consistent; familiar with and adhere to Safeguarding Policies).

All staff and volunteers have been DBS checked. Formal checks have been made of the details of the hirer’s Safeguarding policies. |
| Pool signage  | P, SS, LPS, MOPs and OPU | Injuries, near drowning, drowning, feeling distressed  |  The exit from the pool hall is clearly signed with an approved sign.- The fire exit(s) from the pool hall are clearly signed, with approved illuminated signs (indoor pools)- In pool halls which are used after lighting up time, emergency lighting is provided and is regularly checked* The following signs prominently displayed in the pool hall/compound:-

| “No Diving” | “No Bombing” | “No Running” |
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| “Shallow End” | “Deep End” | Pool water depth |

 - In the case of a deep water pool, of variable depth and/or sudden slopes, a pool profile is clearly displayed at the side(s) of the pool with depths indicated- The deep water area is clearly indicated to non-swimmers |
| **ORGANISATION** |
| Organisation of visit to pool by school staff | P, SS |  | * School staff are aware, understand and have signed their compliance with the Bucks Safe Practice in School Swimming Policy and Guidance 2023 [insert appropriate staff names here]
* Additional information can be found from the following sources - [Swim Egland Safe Supervision](https://cdn.realsmart.co.uk/445780ab19820fef0cf0e4d19f5d77ee/uploads/2023/04/25121524/Safe-Supervision-November-2022-1.pdf)
* [The Association for Physical Education's Safe Practice in Physical Education, School Sport and Physical Activity - Chapter 4 Aquatic Activities](https://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-and-physical-activity/).
 |
| Travel/journey eg breakdown, road traffic collision | P, SS, LPS, OPU | Various injuries, feeling distressed, death  | * Consideration has been given to Mode of transport to be used; on foot or hired bus/coach;
* **Travel on foot;** appropriate safety arrangements are in place to ensure the safety of all pupils, particularly when crossing roads. Supervision ratios are appropriate for the number and age of pupils. Consideration is given to outdoor wear and the impact of severe weather, particularly snow and ice.
* **Travel by hired bus/coach;**
* The driver and staff check for appropriate use of seatbelts, securing of doors, securing of wheelchairs and baggage storage
* Parking arrangements are pre-arranged with the leisure provider
* Embarking/disembarking is organised by staff to ensure children get on/off the bus in a calm and orderly manner and remain safe at all times
* The hiring company has appropriate arrangements in place for dealing with breakdowns or RTCs
* Please detail any specific control measures here, or refer to your transport risk assessment.

**Considerations when hiring private bus/coach operators**: Look to hire a vehicle from a reputable company. Seek advice from your employer or ask other local schools for recommendations.**Considerations when using schools own Minibus:** You should consider your employer's guidance relating to D1 driving endorsement, MiDAS training and insurance implications. |
| Procedures whilst travelling: | P, SS, LPS, OPU | Various injuries, feeling distressed, death  |  Instruct all party members to wear seatbelts and check they do so- Consider who should sit by an emergency exit- Know who is prone to travel sickness and place them near the front- In the case of any wheelchair users the School needs to ensure that wheelchairs are properly secured in position using the correct restraints fastened in position by suitably trained personnel |
| Breakdown | P, SS, LPS, OPU | Various injuries, feeling distressed, death  | - Consult driver and decide whether to stay on coach or evacuate to safer place- If this happens on a motorway then everyone should vacate the vehicle as quickly as possible and also leave the hard shoulder to assemble on the grassy verge on the far side of any vehicle impact barrier |
| Significant delay: | P, SS, LPS, OPU | Various injuries, feeling distressed, death  | - Keep school contact updated with developments on both the outward and return journeys- School contact will keep parents (and leisure providers if on outward journey) informed with regular updates of progress |
| Bus/Coach involved in an accident | P, SS, LPS, OPU | Various injuries, feeling distressed, death  | **If no-one is physically injured:*** Make a careful check of all individuals in the party. Ask the advice of authorities present and consider taking individuals to hospital for check
* Phone school contact with details of the incident and your plan
* Arrange regular update phone times

**If member(s) of party are injured, you will also need to:*** Ensure a competent member of staff accompanies pupil to hospital
* Contact County Grave Emergency Contact, with details of what happened, names of injured (and injuries) and your plan
* Keep school contact informed of the extent of injuries and the release time of individuals
* Make arrangements for the return to school of remaining pupils

**School contact will:*** Immediately contact the emergency services, always requesting assistance from the Police and also requesting attendance of the emergency services if anyone is injured in any way at all
* Alert Headteacher, Chair of Governors – school contact should only be giving parents very basic information about the incident at this stage until full information about any injuries or extent of these is established
* If necessary, contact County Grave Emergency Contact
* Ask pupils to turn off mobile phones to reduce phone calls home/causing undue worry
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| **PART C: ACTION PLAN Further action / controls required**  |
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| **Hazard** | Action required | Person(s) to undertake action? | **Priority** | **Projected****time scale**  | **Notes / comments**  | **Date**completed |
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