

**Blue Mountains Bus Co. – Risk Assessment (Coach/Bus Trips)
MoT Accreditation Number: 9215**

Name of School/Organisation:	Class/Group:	Number in Class/Group:
Name of Principle/Representative:	Excursion Coordinator:	
Contact Details:	Contact Details:	
Date of Excursion/Trip:	Accompanying staff/care givers:	
Description and location of excursion:		
EXPECTED INTERFACES (Other operations associated with works or in the vicinity)		
MAJOR WORK ACTIVITIES		
Work Activity	Hazards	Risk Score
Boarding and alighting Coach	Slips /Trips/ Falls	1
		Mandatory Control Strategies
		Hand rails provided/ Non slip steps provided/Teachers and carers to provide supervision at all times

Boarding and alighting Coach	Students Left Behind	1	Supervising staff are to be in possession of an accurate passenger manifest at all times. Regular roll calls to be carried out particularly prior to departing a venue.
Travelling onboard coach	injury from accident	8	Experienced drivers only to drive coaches/buses. Seat belts to be worn at all times. First Aid kits available on board coaches only (if vehicle is equipped).
Travelling onboard coach	Slips/Trips/Falls	1	Students to be seated at all times whilst coach/bus is in motion. Seatbelts to be worn at all times, if vehicle is equipped. Teachers/Carers/Drivers to supervise at all times.
Travelling onboard coach	Motion sickness	2	Supervising staff to advise driver of any students that suffer motion sickness. These students to be seated towards front of coach/bus to allow prompt exit from coach if required.
Travelling onboard coach	Minor accidents (cuts/abrasions)	1	First Aid Kit available for use if required (on coaches only). Schools/Groups are requested to supply their own First Aid Kits and First Aiders if possible. Trained First Aider driving staff can't be guaranteed on every charter.
Travelling onboard coach	Injury from items falling from internal luggage racks.	1	No large or heavy items are to be stowed in internal luggage racks. These items are to be stowed in luggage bins underneath coach/bus.

Scope Assessment and Approval Details							
Print Name	Signature		Position				
Phil Cashmere			OHS Manager				
Date of Assessment:	Signature		Position				
			Representative				
	Review Date Due:		Approved By:				
Version Number:	Pages						
1	1						
Copyright © 2008 Blue Mountains Bus Company. All rights reserved. This document is the property of Blue Mountains Bus Company. It is to be used only for the purposes of the assessment and approval process. It is not to be distributed outside the company.		Contact Reference		All driving staff licensed and accredited under NSW Passenger Transport Act.			

<p>Special requirements (Group school)</p> <p>Blue Mountains Alpine Region</p>	<p>Low Floor Accessible Buses are available upon request. Schools or groups doing so are required to provide their own special needs carer.</p> <p>Drivers have snow licences.</p>
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