

SCHOOL TRIP ORGANISERS COACH SAFETY PROCEDURE

Supervision. Recommended supervision levels are:-

1 adult for every 6 pupils in years 1 to 3 (under 's)

1 adult for every 10-15 pupils in years 4 to 6 (8 to 10 year olds)

1 adult for every 15-20 pupils in years 7 onwards (11 years olds upwards)

1. Getting on and off the coach – Supervise boarding and alighting and make sure pupils don't rush to board. Get everyone to sit down quickly and quietly. Alighting is best organised a row at a time, starting at the front. This procedure will actually save time. Please observe any other traffic and pedestrians before alighting.
2. Where to sit – Supervisors should sit around the coach (not all together in a group) preferably with one person close to each emergency exit.
3. Emergencies – Make sure you know where the emergency exits are located. Coaches have a 'break glass' system – identify where the safety hammers are located. Also make yourself familiar with the location of the fire extinguisher and first aid kit.
4. A tidy coach is a safe coach – Please keep the coach clean, please remember to bring some bin-bags along. Items such as empty glass bottles can be dangerous, especially when rolling around the coach. Other rubbish can be a potential hazard. Please do not allow pupils to consume food and drink on journeys. Chewing gum can cause particular problems on upholstery. If you know some pupils are prone to travel sickness put them in the centre seats of the coach, where there is less movement and bring some disposable bags.
5. Breakdowns – In the unlikely event of a breakdown, especially on a busy road or motorway, think about whether to agree with the driver that you will take the pupils off the coach or else move the children from the back two rows of seats forward (to avoid any risks from rear end collision). Ultimately, this is the driver's responsibility, but if the pupils are going to be safe on the side of a busy road you need to prevent them from running around and endangering their safety.
6. Distractions – We want everyone to enjoy their trip, but remember the company and the driver have your comfort and safety in mind. Avoid the use of cameras with flashes – this can distract the driver. Try and avoid pupils bringing balloons onto the coach – again an exploding balloon can distract the driver's attention. Loud singing and playing musical instruments should be avoided.
7. Safety Belts – Make sure the pupils remain seated and securely fastened in their safety belts. They should only undo their safety belt if they have to get out of their seat to use a facility such as a toilet. Legislation ensures the wearing of seat belts on a moving coach is compulsory.
8. Comfort stops – Pre-plan toilet/refreshment stops with the driver. The pupils and driver should have a break about every 2 hours – advise the pupils about drinks/toilet stops, especially if there isn't a toilet on the coach. Make sure the driver is aware of any special requirements for any of the pupils.
9. Which is our coach? – Identify the coach by some easily identifiable means – If there are several coaches on a trip, ensure there is a numbering system. This is particularly important where there are large coach parks, such as at service areas and other large venues.