



**Exceptional tours,  
expertly delivered**

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**TRAVELLING BY COACH, Service Station stops**

<b>SITUATION</b>	<b>POTENTIAL PROBLEM</b>	<b>CONTROL MEASURE</b>
Getting on and off coach	Tripping or falling	Staff member gets off first to supervise. No rushing. Gather away from traffic .
Travelling	Motion sickness Pupils moving about, falling over, distracting driver	Avoidance is better than cure. Identify sickness candidates! If pupils have anti-nausea tablets, make sure they take one. Avoid fizzy drinks and too many sweets, chips etc Sit still, wear seatbelts at all times, no turning, shouting. Staff sitting amongst pupils. If all else fails, locate bags, buckets and mops.
Traffic accident or emergency	Whiplash. Panic	Clear instructions from staff. Wear seatbelts at all times, stay seated until told to evacuate. Evacuate back of coach first (in case of rear collision) then front, then middle. Gather under supervision away from traffic or danger.

Stopping at unfamiliar or large shopping or public area	Getting lost, being at wrong exit or mistaking meeting time	Identify loners and pupils with learning/hearing difficulties, give supervision or personal advice. Tell pupils very clearly the coach or meeting point and time. Tell pupils to stay in groups. Staff to mingle with & supervise group.
Large numbers of travellers	Needing WC	Check where WCs are. Advise pupils, keep in pairs/groups. Use WC in café (use coach WC only if absolutely necessary). Remind pupils where coach is situated.
Coach unattended	Theft from coach	Consider leaving adult with coach. Consult with driver. Leave valuables well hidden.
Pickpockets	Theft, upset, wasting time at police station	Tell pupils to leave valuables at home. Keep purses and bags close, be vigilant, watch out for each other.
Large numbers in your party	Leaving someone behind	Identify loners, consider sending them with staff. Careful head count by more than one teacher. Ask pupils to look out for each other. Pupils in staff teams for easier checking. Double-check by counting spare seats in coach
Wheelchair user	No significant additional risks to the above. Have plan ready for exiting or emergency evacuation.	Select an adult to oversee arrangements.
Ferry or shuttle - coach embarkation / dis-embarkation	Passengers being jolted when vehicle crosses bridge / ramp	All travellers to be seated with seatbelts on. All told to face forwards and be ready to brace. No standing while coach engine is on or coach is in motion