| **Number** | **Hazard Description and activities giving rise to risk** | **Who may be harmed** | **Control Measures** | **Risk Rating** |
| --- | --- | --- | --- | --- |
| 1 | Injury from entering of leaving the vehicle | All | a) Remove all object that present a hazard within and around the bus.  b) Where possible park on level ground.  c) Where possible park with the passenger doors facing the pavement. If this not possible a member of staff must stand by the door way to control participants entering the vehicle. | Low |
| 2 | Trapped figures in doors | All | a) Warn people about heavy doors and sliding doors.  b) Make sure all hands and feet are away from the doors when been closed. | Low |
| 3 | Windows and ventilation panels | All | a) All windows and panels to be operated by and reasonable adult if the participant is under that age of 14.  b) A brake glass hammer must be present in the vehicle at add emergence escape. | Low |
| 4 | Breakdown / vehicle problem | All | a) Make sure all the group is removed from the vehicle and put in a safe place at the quickest opportunities.  b) Only investigate the problem if safe to so. If not phone the office and brake down cover.  c) Only enter vehicle if it safe to do so and if the bus needs to be moved from its current position. | Low |
| 5 | Engine bay | All | a) Only open the engine bay once the engine has come to a stop and ignition is turned off. | Low |
| 6 | Emergency exits | All | a) Emergency exits to be clear of any obstructions at all times | Low |