



ORMISTON  
SIX VILLAGES  
ACADEMY



# POLICY AND GUIDELINES ON THE SAFE OPERATION OF MINIBUSES

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## **RATIONALE**

The Academy Minibus is a valuable resource, which helps to provide students with access to school visits as well as to numerous other extra-curriculum activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

The Principal and IEB greatly appreciate that staff volunteer to drive the minibus thereby enhancing opportunities for all students.

The responsibility placed upon us when conveying passengers in a minibus is very great indeed. We become responsible for other peoples loved ones. They are deserving of our best efforts to ensure that their journey, whether of a hundred miles or just across town, is as safe as possible. The guidance given in the following pages is intended to assist all those with such a responsibility to make the right judgements. It cannot replace good judgement, but does provide some rules to follow and a framework, which encourages good practice and helps the sensible exercise of responsibility.

## **AIMS**

- To provide clear procedures relating to the use of minibuses
- To ensure that all users are aware of their legal responsibilities

### **1 Eligibility to Drive a Minibus**

Those permitted to drive the Academy Minibus must be between 21 and 65 years of age with a full clean driving licence.

#### **1.1 Competence**

The fact that a person conforms with the Academy's requirements does not make them safe or competent to drive a minibus. Therefore, **all** drivers must undergo minibus driver assessment, organized through the Academy, prior to their authorisation. Minibus drivers must be re-assessed every **3 years**, or after any accident deemed their fault. Drivers new to our minibus will be provided with in-house training.

### **2 Day to Day Minibus Operation**

#### **2.1 Academy's' Responsibilities**

There is a responsibility on the Academy to ensure that the driver is assessed in their competence to drive, meets appropriate health standards and conforms with Academy insurance requirements. The Finance Office must check the original licenses annually and retain a copy of all licenses, and repeat this exercise annually to check for penalty points, disqualification or limitations on current licenses. Management responsibilities extend to the Principal and Governing Body.

## 2.2 Drivers' Responsibilities

Those wishing to use the minibuses should have booked it out via the minibus booking diary held in the Finance Office. All bookings should indicate the name of the member of staff responsible, the destination and the times when the vehicle is required.

Drivers must complete a minibus vehicle check/log sheet prior to every journey (Appendix 1). If the checks give cause for concern about the vehicles safety, they must not take it on the road and should seek guidance from the Premises Manager. **The driver is legally responsible for the condition of the vehicle.**

Drivers must carry their driving licence **on all** journeys.

The Minibus should be collected from and returned to its designated parking bay and the keys returned to the Premises Office at the end of the journey.

Any defects noted should be reported to the Premises Officer as soon as possible. More serious defects **MUST** be reported **IMMEDIATELY**.

The Premises Team will, in most cases, manage the refilling of fuel. However, if you are going on a long journey a fuel card can be obtained from the Finance Office.

It is recommended that all adults in the minibus wear a high-viz jacket.

The Premises Team will carry out regular inspections and maintenance checks. Drivers are expected to do a full vehicle sweep on return from every journey and clear any litter/lost property.

Drivers must notify DVLA Swansea and the Finance Office about any medical condition or defect that might affect their driving and restrictions applied by DVLA, including courses of prescribed medicine and eyesight. Details of any such condition or defect should be referred to the Academy's Finance Officer. They should immediately inform the Finance and Business Director if charged with any motoring offence, even if in their own car, motorcycle, or any other vehicle.

## 2.3 Passengers' Responsibilities

Drivers should expect responsible behaviour from passengers. For example, passengers are expected to remain in their seat, wear the seat belt, not cause any disturbance or distract the driver, and follow reasonable instructions from the driver to ensure the safety and comfort of themselves and other passengers. Where passengers behaviour repeatedly causes problems for drivers and escorts, SLT must be informed and consideration given to whether the passenger should be conveyed by minibus in the future, or whether special supervision arrangements are needed. Passengers, such as young children or people with learning disabilities, can only be expected to have a limited understanding of their responsibilities as a passenger. Whilst an escort must be travelling with such passengers, it should be explained to them, so far as possible, what their responsibilities are as a passenger.

## 2.4 Vehicle Log Sheet

A log must be maintained giving details of the driver, journey and mileage. This enables Managers to monitor vehicle use, and provide drivers with a clear record of their driving activities. An example of a vehicle log is given at Appendix 2. A log entry should be completed for every journey.

## 2.5 Vehicle Checks and Maintenance

In order to ensure that vehicles are safely used on the highway it is imperative that they are maintained to the very highest standards.

## 2.6 Fire Prevention and First Aid Kit

Each vehicle is equipped with a Schedule 6 pack including first aid and fire extinguishers. The relevant BS numbers for the extinguishers are BSEN3 P.E.D. The extinguisher must be in plain view for ease of access in an emergency. The minibus must not be used if an extinguisher is not fitted. Any items used from the first aid kit must be reported so that stock can be replenished.

## 2.7 Vehicle Load

### Passengers

No vehicle must carry more than one passenger per seat, irrespective of the age of the passengers. The stated passenger capacity of the vehicle must not be exceeded, and standing passengers are not permitted. Passenger seats must be forward facing with an appropriate seat belt.

### Luggage

There are many recorded cases of passengers being injured by unsecured luggage in the event of sudden braking, an emergency stop or an accident. All luggage and authorised equipment must therefore be stored safely and securely. Care must also be taken to ensure that luggage does not block the vehicle gangways, hindering emergency evacuation. If luggage or equipment is to be carried regularly, the following options should be considered.

- Reduce the seating capacity to create a luggage area within the vehicle with appropriate fixings for securing luggage equipment. It is strongly advised that where seating is removed to facilitate dedicated luggage space, seats from the extreme rear of the vehicle are removed, as this is a recognised 'crush area' where body shell intrusion is more likely in the event of a rear end accident.

## 2.8 Reversing Vehicles

The reversing of vehicles is an important part of driving a vehicle and is potentially the most hazardous. At the discretion of the driver, in order to protect the driver from unnecessary accidents and for the protection of any person in the vicinity of the vehicle the following procedures may be adopted:-

- When reversing, ensure that the Passenger Assistant or a member of staff stands outside the vehicle at the rear and in view of the driver.
- The driver should wind down his/her window in order to be able to hear the person outside the vehicle.

## 2.9 Speed Limits -

-	Motorway	62 mph
-	Unrestricted dual carriageway	60 mph
-	Unrestricted single carriageway	50 mph

## 2.10 Motorway Driving

Minibuses are not allowed in the outside lane of motorways (3<sup>rd</sup> Lane of 3, 4<sup>th</sup> Lane of 4).

## 2.11 Bus Lanes

Bus lanes can be used by minibus drivers unless the signage states "local".

## 2.12 Insurance Cover

Comprehensive Insurance cover has been obtained through Zurich Municipal.

Any queries on vehicle insurance can be discussed with the Finance Office.

# 3 **Drivers, Escorts & Passengers**

## 3.1 Alcohol/Drugs Policy

Alcohol, illegal drugs and certain prescription drugs plus some over the counter drugs, pain killers, hay fever and cold remedies etc, will affect driver ability, putting their safety and that of their passengers and other road users at risk.

Therefore, everyone driving Academy vehicles will adhere to the following:

### Alcohol

- (a) No alcohol to be consumed during the working day.
- (b) No alcohol to be present in your system when driving. Be careful about alcohol consumed during the previous evening. **IF IN DOUBT, DON'T DRIVE. YOU COULD PUT YOURSELF AND OTHERS AT RISK AND LOSE YOUR LICENCE.**

### Smoking

Smoking is prohibited in or around any vehicle.

### Drugs

- (a) The possession and use of illegal/controlled drugs is a criminal offence. No one should drive if under the influence of drugs or if drugs remain in the system.
- (b) Certain prescribed and over the counter drugs can affect driver performance. Check with your doctor if you are unsure and obtain clearance to drive in writing.

**Failure to adhere to this policy will result in disciplinary action being taken.**

### 3.2 Supervision of Passengers and the Use of Passenger Assistants (Escorts)

The Academy owes a duty of care to all passengers conveyed in the minibuses it operates. Children require a greater than normal level of supervision to ensure that they do not become a danger to themselves or others when travelling in a minibus. In most cases a passenger assistant will always accompany journeys and one of the adults should be a 1<sup>st</sup> Aider. There may be rare occasions when staff feel that an additional adult is not required. Permission from The Principal **MUST BE** sought for all such journeys and the following points assessed:

- Are there any children aged under 5?
- Will passengers require assistance in boarding or alighting?
- Is there the possibility of them vacating their seat or releasing their restraint during the journey?
- Are any of the passengers likely to upset or annoy others?
- Are any passengers likely to require assistance with health problems or medication?
- Are any of the passengers prone to unpredictable behaviour?
- Might the driver be distracted from their task without a Passenger Assistant?
- Is there any reason to believe that an escort is required to ensure passenger comfort and safety?

**As part of a risk assessment, Passenger Assistants (Escorts) must be provided if any of the answers to the above questions are “YES” and if any of the criteria below is met:-**

- (a) Passengers are likely to fit whilst travelling in the minibus.
- (b) Passengers with mobility problems are travelling on the minibus, either in or out of a wheelchair.
- (c) Passengers who exhibit a degree of challenging behaviour that could be a risk to other travelling on the minibus.

If there is room Passenger Assistants should be seated in the rear of the vehicle during transit to provide the best view of all passengers. If the minibus is at full capacity the Passenger Assistant may sit in the front. They must be familiar with passengers who have specific medical needs or challenging behavior.

## 4 Planning for regular journeys and special trips

### 4.1 Approval

Approval of minibus use, whether for regular journeys such as Swimming, or for “one off” use, such as a school visit, must follow the EVOLVE process. This management responsibility must be consciously and consistently exercised, as an error in judgement could lead to severe consequences. Where minibuses are used on regular routes e.g. swimming, regular reviews of usage should be instituted. Points that managers must consider in approving and reviewing minibus use are shown in the following checklist:

- Is a safer/cheaper/more appropriate alternative to the minibus available?
- How will luggage/equipment be carried?
- Have driver’s hours and rest periods been taken into account?
- Is approval required from any other source, e.g. appropriate Manager, school governors, parents, carers?
- It is recommended that prior to approval being given a journey plan form should be completed.

### 4.2 Regular Short Journeys

The shortest safe route should be taken which takes in all necessary stopping points. Consideration should be given to short term hazards such as road works which may justify a route change or detour. If possible (and necessary) take note of useful facilities en route such as public toilets, doctor’s surgery, public telephones for use in emergency.

### 4.3 Longer Journeys and “One Off” Trips

In planning for longer journeys a preliminary visit and proper route planning are vital. The length of the journey (and thus the need for breaks/second drivers) can be assessed, stopping points with toilets identified for comfort breaks, parking locations found and alternatives listed. Potential problems or dangers can also be identified. For short or long journeys, regular or otherwise, a list of passengers with the name of the driver/escorts should be made and retained off the vehicle, with a copy for the driver. For both short and long journeys sufficient time should be allowed so the driver is not tempted to rush. **Where journeys are likely to last longer than 2 hours, or the working day including driving time exceeds 8 hours, a second driver MUST be taken to share the work and reduce the risk of driver fatigue.**

### 4.4 Comfort Breaks

Where journeys of more than 2 hours are undertaken, a comfort break of at least 15 minutes should be planned to allow passengers and driver to use toilets, take refreshments and simply get out of the vehicle for a short term. The venue(s) should be identified when planning the trip. Where passengers have special needs, extra care should be taken in identifying suitable facilities, e.g. a disabled toilet, parking facilities which allow sufficient room for a passenger lift to be used etc. Passengers needs may dictate that a break is necessary on a shorter journey, and this should be considered at the planning stage.



#### 4.5 Expect the Unexpected

It is worthwhile to anticipate the worst and plan your procedures for dealing with problems large and small. The risk management approach will help you with this, whether your journey is short or long, regular or a "one off". (Some suggested scenarios you may wish to plan for are listed below.

- Use the school mobile? Ask when booking the minibus.  
Ensure your mobile phone is fully charged.
- Do you have change for parking?
- What will you do if the driver is unwell? (longer journeys)
- Have you sufficient funds to pay for an alternative means of transport or accommodation in the event of breakdown or driver illness? (longer journeys)
- Do you know where the nearest hospital/medical facilities are located?
- In the event of problems, whom should you contact at home? (longer journeys)
- What if a passenger's medication is lost?
- A passenger cannot be found when it is time to depart.
- The keys of the vehicle are lost.
- A passenger suffers a major asthma attack.
- A passenger suffers an epileptic fit.
- Do you know how to obtain emergency help for the vehicle?
- Do you carry a warning triangle?

#### 4.6 Comfort Kit

The following items may be useful on longer journeys (in addition to a first aid kit)

- Disinfectant
- Packet of peppermints
- Sick bags
- Cloth & towel
- Tissues
- Rug/Thermal wrap
- Plastic gloves and apron
- Container/bottle of fresh water
- Pen and paper
- Torch
- Reflective waistcoat
- Plastic bucket
- Mobile phone, phonecard or change
- Spare packed lunch
- Spare clothing

## 5 Breakdown and Accident

**An Incident Checklist can be found at Appendix 3.  
Emergency Contact Details can be found at Appendix 5**

In the event of breakdown or accident a mobile telephone may save a great deal of difficulty. You may wish to consider acquiring one or making use of the school mobile phone when embarking upon minibus journeys.

### 5.1 Breakdown on Ordinary Carriageways

- (a) Move the vehicle as far to the left as possible. Switch on the hazard lights.
- (b) If you attempt to find a telephone, do not leave passengers alone in the vehicle. If you are transporting clients that cannot go with you, i.e. due to their physical or behavioural problems, you must be travelling with an escort.
- (c) If you break down, contact school reception / Premises team. Inform them of the situation (i.e. female driver alone etc.).
- (d) If you are nowhere near a telephone, display a PLEASE CALL POLICE sign in the back window. Wait in the vehicle with the windows and doors locked until help arrives.
- (e) If someone stops to offer help, stay inside the vehicle with the doors locked. Open the window sufficiently to ask them to go to the nearest telephone and notify the police or rescue service for you. Do not get into the car with a stranger or attempt to hitch a lift.
- (f) If a mechanic or the police arrive and are not in uniform or are in an unmarked vehicle, ask to see some form of identification before getting out of the vehicle.
- (g) Deploy warning triangles or cones if it is safe to do so.

### 5.2 Breakdown on the Motorways

The general procedures are the same as the guidelines for ordinary carriageways. However, extra hazards exist on the motorway.

If the vehicle breaks down on the motorway, or a serious fault develops, put your hazard warning lights on and pull over to the hard shoulder as quickly and as far off the carriageway as possible. If possible, angle the front of your vehicle slightly inwards, which helps to indicate you have broken down. Once on the hard shoulder, try to coast to a telephone box. These are one mile apart along all stretches of motorway. Never reverse on the hard shoulder or attempt to cross the central reservation. This is illegal, highly dangerous and pointless, as the telephones on motorways should be in the same position on either side.

Make it clear to the person you are calling whether you are alone or with passengers when making a call for help. If alone stand behind the telephone facing oncoming traffic. You will see anyone approaching and it will be less obvious if you are a woman on your own.

Afterwards, return to the vehicle, lock all doors except for the front passenger door and wait by the side of your vehicle on the embankment. If an unidentified vehicle draws up, quickly get into the passenger seat and lock the door. This is safer and gives the illusion

of having company. If not alone, all people should wait by the side of the vehicle on the embankment, well away from the roadway. If you are carrying potentially vulnerable passengers, e.g. wheelchair users, inform the emergency services immediately.

### 5.3 Guidelines in the Event of an Accident

If you are involved in an accident and you are not injured, see whether anybody is badly injured. If medical attention is required, ensure help is summoned immediately. Do not remove injured people from the car unless they are in danger. Loosen tight clothing, especially around the neck and make sure they are warm. Do not give them anything to eat or drink.

Try to reduce the risk of further collisions if possible by moving the vehicle/s off the road or warning on coming traffic of a hazard. Do not put yourself at risk by standing on the carriageway.

**Emergency Breakdown Details:** See Drivers Helpsheet on the clipboard.

**Emergency Contact Details:** See Appendix 5

You will be required to provide the vehicle registration number and current mileage.

**Insurance Information:** See Drivers Helpsheet on the clipboard.

Any requirement to view insurance documents should be channeled through The Academy. If the police are in attendance you must obtain the police incident number and the police officer's number.

You are legally obliged to stop after a collision with a person, vehicle, dog, livestock or property. Please take all necessary details of other drivers involved, i.e. make and registration of the vehicle, name and address of the driver, name of insurers and certificate number if known. You must, if required to do so by a person having reasonable grounds, provide the same information. If, having stopped, the exchange of information is not completed for any reason, the driver should report the accident to the police as soon as possible. If possible, obtain names and addresses of witnesses, sketch plans or even photographs, may be of value. **Do not admit liability.** If you are involved in an accident with an unoccupied car, leave a note on the car with your work telephone number. If you are in any doubt as to whether any incident should be reported to the police, please contact the Leadership Team.

Drivers must not continue to drive a vehicle after an accident resulting in damage to the construction of the vehicle until the vehicle has been inspected. If in doubt, do not drive.

Immediate inspection is required if the damage is thought to have affected the steering, suspension, brake components, lights or passenger/driver safety. An inspection as soon as is operationally feasible must be arranged for any other damage, no matter how slight the problems may appear. If in doubt, do not drive.

If the vehicle cannot be driven, follow the guidelines – In the event of a breakdown.

All accidents, however minor, must be reported to the Finance Office immediately. An accident report form should be completed as soon as possible, including police incident numbers and police officers' details. Failure to report an accident may prejudice the position of the Academy and affect its right to claim under its motor insurance policy.

#### 5.4 Notification of Delays

If as a result of any unforeseen circumstances, such as accident or breakdown, there will be a significant delay before passengers reach their destination, then arrangements must be made to inform those awaiting their arrival. These may be spouses, parents, carers or friends. The driver or escort should contact OSVA with as much information as possible including the new projected arrival time.

### **6 Avoiding Dangerous Situations**

The following list of 'dos and don'ts' is intended to assist you, not so much in your role as a driver, but as an individual who may be at risk of assault or theft, particularly when driving a minibus without passengers or a second person.

- (a) If you have used a SAT NAV ensure you do not leave it on view in the vehicle. Remove from the windscreen and take with you.
- (b) Do not leave handbags or valuables in view.
- (c) Always lock the vehicle before leaving it.
- (d) Never give lifts to strangers; even a lone woman may have a male partner hiding nearby.
- (e) Beware of other drivers signaling faults on the vehicle to you. This may be a ploy to get you to pull over. Drive on slowly until it is safe to stop and check yourself.
- (f) Keep the driver and passenger doors locked in town, especially when travelling alone. When on open roads, unlock these doors so that in the event of an accident, it would be easier for helpers to get into the vehicle if you were unable to open the door.
- (g) If you see another driver in difficulty, do not stop. Drive to the nearest telephone and report what you have seen to the police.
- (h) Road rage has become an increasingly common phenomenon in recent years. If another road user acts in an intimidatory fashion, continue the journey as calmly as possible and only pull over if there is a danger of loss of control of the vehicle. If one has to pull over try to do so only when there are plenty of people around. Mobile phones are a useful ally to road users in such circumstances and the Police should be notified as soon as possible when they occur. Emergency Services from a mobile is 112.

**APPENDIX 1**

**Ormiston Six Villages Academy  
Safety Checklist and Journey Form**

Name of Driver \_\_\_\_\_ Date of Journey \_\_\_\_\_

Brief details of route \_\_\_\_\_

Start time \_\_\_\_\_ End Time \_\_\_\_\_

All safety routines must be checked (ticked) and where necessary comments to be added.

Action	√ Tick	Comments
Trip documentation completed, approved and filed with Educational Visits Co-Ordinator		
Passengers briefed on what to do in the event of an enforced stop or an accident.		
Engine checks: oil; washer fluid, power steering; break fluid		
Fuel level		
Tyres – visual check		
Brakes are operational		
Mirrors/windscreen wipers/windows are operational		
Horn works		
Driving lights are operational		
Spare wheel/Fire extinguisher in place		
First Aid Kit/Tool Kit in place		
Latches, safety belts/straps in place and in use		
Interior lights are off after all doors are closed.		
Bus is locked at all times when not in use.		
Are all headrests locked in lowest position		

Any other comments

**Speedometer Readings**

Start (klms/mls) \_\_\_\_\_ End (klms/mls) \_\_\_\_\_

Total Journey (klms/mls ) \_\_\_\_\_ Fuel Purchased £ \_\_\_\_\_

**Accident/Incident**

I can confirm no accident/incident took place during the journey

Or  
Accident/incident took place and full report is attached.

Please √ relevant box

**Signature of Driver** \_\_\_\_\_

**Date** \_\_\_\_\_

This form is to be given the Premises Team at the end of each trip.  
(NOTE: Please make a photocopy for your own records)

**APPENDIX 2**

**Ormiston Six Villages Academy  
Certificate of Authorised Drivers**

I can confirm that I have passed the minibus assessment arranged through OSVA.

I have read the Mini Bus Policy detailing the rules and regulations for using the minibus at OSVA agree to abide by them at all times.

I can confirm that I am medically fit to drive and able to comply with the Highway Code in terms of eyesight (i.e. must be able to read a vehicle number plate from a distance of 20.5m/67 feet – about 5 car lengths).

I agree to notify Ormiston Six Villages Academy if I am charged with any motoring offence.

Name \_\_\_\_\_(Please Print)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to Finance Office.

## APPENDIX 3

### Ormiston Six Villages Academy Accident/Incident Checklist

In the event of an accident/incident inform the Academy immediately you are able.  
To assist you in the possible confusion a checklist is provided below.

No	Action	√Tick
1	STOP – it is an offence not to stop after an accident	
2	Switch on the Hazard Lights	
3	Switch off the mini bus engine	
3	Ensure your passengers are safe from other hazards	
4	Do not leave students unattended	
5	Make sure no one smokes near the accident site	
6	If anyone is injured contact the emergency services and the police. 112 from a mobile.	
7	Administer first aid if required and you are able	
8	Do not remove casualties unless absolutely necessary	
9	Do not move vehicles involved until the police arrive	
10	Give your name, address, the registration number and in case of personal injury, insurance particulars to any person having reasonable grounds for requiring them – these can be found on the sheet on the clipboard.	
11	Obtain from the other person involved in the accident/incident their name, address and registration number of their vehicle and insurance details	
12	If there are any witnesses to the accident obtain their name(s) and address(es)	
13	<b>Under no circumstances admit liability for the accident/incident</b>	
14	If the police are not called to the scene of the incident make sure the incident is reported to the police within 24 hours	
15	Make a plan to show what happened – if a road accident include road layouts, weather conditions, road conditions (sharp bend, gradient, hedge obstructing view) where your vehicle was in relation to others both before and after the incident.	
16	Accident form(s) completed, where necessary – these will need completed at school.	

#### Emergency Breakdown Details:

The Academy has breakdown recovery with:  
Citroen Tel: 08000 727272

You will be required to provide the vehicle registration number and current mileage.

Insurance Information:

Zurich Municipal

Reg: HV13 KWG

Policy No: KSC-242049-0233-57

**APPENDIX 4**

**Ormiston Six Villages Academy  
Visit Risk Assessment Form**

Name of Journey \_\_\_\_\_

**Group Leader** \_\_\_\_\_ **Deputy** \_\_\_\_\_

**Team/Year Group/Other (please specify)** \_\_\_\_\_

Risks/Hazards Identified	Risk Management
Activity	
Location	
Transport	
Ratio of students to teachers	
Competence of students	
SEN/Medical needs of students	
Quality/Suitability of Equipment	
Seasonal conditions (weather/timings)	
Other Risks	



EMERGENCY CONTACT DETAILS

**CHILDREN AND  
YOUNG PEOPLE'S SERVICES**



**EMERGENCY CONTACT NUMBERS**

*If your group has suffered life-threatening injury or fatality, or a member of it is in peril including being missing, contact:*

**+44 (0) 1243 792792**

*If you call this number in an emergency, be prepared to give: your name, who you are, your telephone number, where you are calling from and brief description of the incident, including time.*



**CHILDREN AND  
YOUNG PEOPLE'S SERVICES**

**EMERGENCY CONTACT NUMBERS**

**TRIP EMERGENCY CONTACT**

Normal Daytime No. (8am-5pm) 01243 546800.....

Out of Hours No. (5pm-8am) 01243 781702.....

**ALTERNATIVE CONTACT**

Tel. No.....

*If you call these numbers in an emergency, be prepared to give: your name, who you are, your telephone number, where you are calling from and brief description of the incident, including time.*