

READING & WOKINGHAM SERVICES LTD. RISK ASSESSMENT: TRAVEL BY COACH OR HIRED MINIBUS INCLUDING DRIVER

Risk Assessments highlight commonly identified hazards and control measures associated with locations, events or activities Annually review and revise all risk assessments that are used regularly (and sooner if further hazards are identified or significant incidents/near- misses occur)				
Coach/Minibus Travel (e.g. Transport)	Significant Hazards (i.e. how might people foreseeably be harmed?) (e.g. Fire)	Recommended control measures (i.e. what steps are commonly taken to reduce the risk of hazard?)	Additional Control Measures (i.e. add any further standards control measures that may be applied) (e.g. vehicles non-smoking)	Overall Residual risk Rating (Low/Med/High) (Take into account both <i>seriousness</i> and <i>likelihood</i> of hazard)
Coach Travel General	Driver error → Traffic accident	ALL DRIVERS <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Are checked and vetted regularly (at least bi annually) regarding their health/fitness to drive, previous driving experience, and convictions <input checked="" type="checkbox"/> Have a full, current PCV licence <input checked="" type="checkbox"/> Do not have past convictions for serious driving offences – e.g. drink driving <input checked="" type="checkbox"/> Are not facing impending prosecution for any serious driving offences e.g. drink/driving <input checked="" type="checkbox"/> Adhere to strict working hours according to tachograph rules and regulations <input checked="" type="checkbox"/> Are informed about and prohibited to drive under the influence of alcohol or drugs <input checked="" type="checkbox"/> Are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully 'hands free' operated <input checked="" type="checkbox"/> Are vetted for suitability of working with children i.e. D.B.S. enhanced cleared 		LOW
Coach Travel General	Defective coach → Traffic accident	THE COMPANY <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Has a current and appropriate PSV Operator's Licence (NB National (blue) or International (green) disc will be clearly displayed in windscreen adjacent to tax disc) <input checked="" type="checkbox"/> Is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) <input checked="" type="checkbox"/> Has full insurance for all its drivers and vehicles, including public liability cover <input checked="" type="checkbox"/> Has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required <input checked="" type="checkbox"/> All its coaches have a current MOT certificate <input checked="" type="checkbox"/> All its coaches are maintained and serviced regularly <input checked="" type="checkbox"/> All drivers fill in a daily nil defect/defect check sheet <input checked="" type="checkbox"/> All seats are fitted with fully operational seat belts <input checked="" type="checkbox"/> All coaches are fitted with fire extinguishers and a fully maintained first aid kit <input checked="" type="checkbox"/> All emergency exits and door closures on coaches are checked daily and in good working order 	Vehicles undergo voluntary intermediate VOSA checks	LOW

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Coach/Minibus Travel (e.g. Transport)	Significant Hazards (i.e. how might people foreseeable be harmed?) (e.g. Fire)	Recommended control measures (i.e. what steps are commonly taken to reduce the risk of hazard?)	Additional Control Measures (i.e. add any further standards control measures that may be applied) (e.g. vehicles non-smoking)	Overall Residual risk Rating (Low/Med/High) (Take into account both <i>seriousness</i> and <i>likelihood</i> of hazard)
Coach Travel General	Traffic accident - Fire	<input checked="" type="checkbox"/> All coaches carry fire extinguishers <input checked="" type="checkbox"/> All coaches are diesel	All vehicles are non-smoking	LOW
On Coach	Misbehaviour on coach → Disturbance → Accidents	<input checked="" type="checkbox"/> Hirer is made responsible for party <input checked="" type="checkbox"/> Responsible adults will sit at separate locations within the coach to maintain good order and ensure young people keep seat belts on, and do not leave seats to ask questions etc.	No alcohol is allowed inside vehicles	LOW
Getting on/off coach	Collision with passing vehicle → Injury	<input checked="" type="checkbox"/> Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement)		LOW
In event of accident or breakdown	Further collision with vehicle, or with passengers during evacuation	<input checked="" type="checkbox"/> If breakdown or accident occurs, all passenger will be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles <input checked="" type="checkbox"/> If above is not possible, passengers will be instructed to remain seated and wear seat belts	Emergency exits are marked on all vehicles	LOW

IMPORTANT – The risk assessment should be reviewed if there is a change in knowledge or circumstances, which affect the validity of this assessment

Date: 1st January 2021