

Coach Risk Assessment



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Hazards Involved <i>Complete the following for each of the identified hazards</i>	Who This May Affect					Existing Practical or Management Control <i>State what control measures are currently used to control the level of risk</i>	Residual Risk Factor <i>Grade 1 to 5 with 1 being the least risk and 5 being the most</i>	Necessary Measures <i>State any necessary improvements you feel would reduce the risk factor</i>
	Staff & Passengers	Employees	Students	Others	Special Needs			
Road-worthiness of vehicle (Risk of catastrophic vehicle failure)	X	X	X	X	X	Vehicles maintained in accordance to the Vehicle Inspectorate. Daily vehicle inspection carried out in accordance with driver's handbook. Defect reporting procedure in place. Max. speed limit of 62.5mph	1	
Other road users (Risk of collision with vehicle while in motion, with possible subsequent injury)	X		X	X	X	Competent drivers. Seatbelts fitted in accordance with legal requirements. Passengers briefed to remain seated as much as possible.	2	
Other road users (Risk of stationary coach being struck by another vehicle)	X		X	X	X	Driver pulls as far off road as possible. Passengers alight to a safe place away from the vehicle. Vehicle lights maintained in working order and hazard warning lights fitted in accordance with legal requirements. Coach parked in designated parking bays when left unattended.	1	
Access to vehicle controls and equipment: Risk of tampering and unauthorised use of vehicle)	X	X	X	X	X	Keys removed from ignition whenever coach is parked. Driver conducts vehicle inspection prior to commencement of journey in accordance with Legal requirements.	2	Supervise vehicle when unlocked.
Reversing vehicle	X	X	X	X	X	Need for reversing minimised where possible. Coach fitted with reversing warning alarm and mirrors. Competent driver in accordance with Legal requirements.	2	
Vehicle refuelling (Risk of slips and trips. Risk of fire and explosion.	X	X	X		X	Passengers should not be on the vehicle during fuelling. If this cannot be avoided, passengers are to remain seated on vehicle while fuelling is in progress. No smoking while refuelling is in progress. Drivers wear appropriate footwear and protective gloves	1	



Vehicle accident, breakdown or other major incident	X	X	X	X	X	Emergency and breakdown procedures detailed in drivers handbook. Passengers to be removed to a place of safety. 24 hour manned emergency contact number. First aid kit supplied on all coaches. Driver has means of communication with Traffic Office. Hazard warning lights.	1	Drivers to be made aware of local procedures following road traffic accidents and breakdowns in other countries.
Young persons - lack of safety awareness (Risk of injury due to lack of awareness of existing or potential hazards, horseplay etc.)			X		X	Driver gives safety announcement <ul style="list-style-type: none"> • Location of fire extinguishers and first aid kit • Location of emergency doors • Location of emergency kit and emergency windows • Location of emergency roof exits • Use of seatbelts • Use of arm rests and air vents Driver communicates with organiser/activity leader throughout trip.	3	
Passengers - personal safety at stops (Risk of injury and abduction)	X		X		X	Driver briefs passengers on duration of stop and departure time. Head counts on arrival and prior to departure.	1	Driver to advise passengers as to any additional specific hazards at the stopping location if known. If problems are encountered at a particular stop, driver to inform Company on return so that other drivers can be briefed. Instruct young persons to remain in groups of at least two at all times while away from the vehicle.
Impaired driver performance - fatigue	X	X	X	X	X	Daily rest periods and driving breaks. Daily driving hours not exceeded. Route planning. Monitoring of tachograph records. Two-driver operations where necessary."	1	
Impaired driver performance - driver illness		X				Driver notifies Company. Coverage will be arranged.	1	Driver must carry E111 when in Europe
Impaired driver performance - distraction	X	X	X	X	X	"Pre-journey safety briefing. Driver prohibited from using hand held mobile telephone while vehicle is in motion. Group organiser or other nominated person seated closest to driver. Supervision of passengers. No smoking on the vehicles. Drivers briefed not to use hand held microphone or speak directly when the vehicle is in motion.	1	



Impaired driver performance - stress		X				Daily rest periods and driving breaks. Daily driving hours not exceeded. Route planning to avoid excessive traffic. Monitoring of tachograph records. Two-driver operations where necessary. Passenger code of conduct enforced by driver. 24 hour emergency contact number available.	2	
Body fluids (Risk of contamination and subsequent illness following direct contact with bodily fluids)		X				Cleaning materials kept on board at all times. Protective gloves made available. Disposable bags.	1	Ensure all drivers are trained in cleaning procedures. Ensure that an adequate supply of rubbish bags is maintained on the vehicle.
Objects falling from overhead luggage racks	X	X	X		X	Only hand luggage allowed inside coach. Heavy items stored in luggage hold or beneath seats. Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing. Passengers briefed not to move around vehicle more than is absolutely necessary."	3	Minimise need for passengers to access luggage during the trip.
Obstructions in gangways	X	X	X		X	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing. Passengers briefed not to move around vehicle more than is absolutely necessary.	3	Activity organisers to check that gangways remain clear and free of obstruction during the journey. The driver's advice is to be followed at all times.
Liquid spills, rainwater	X	X	X		X	Cleaning materials made available. Passengers briefed not to move around vehicle more than is absolutely necessary.	2	
Blocked emergency exits	X	X	X		X	Emergency and breakdown procedures detailed in drivers handbook. Passengers to be removed to a place of safety. 24 hour manned emergency contact number. First aid kit supplied on all coaches. Driver has means of communication with Traffic Office. Hazard warning lights.	1	
Coach and access steps (Risk of falling while boarding or alighting the vehicle)	X	X	X		X	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing.	2	



Other vehicles - motor vehicles and cycles (Risk of being struck by vehicles, cycles etc while alighting from coach)				X		<p>“Competent driver. Driver issued with high visibility jacket. Supervision by driver. Coach fitted with mirrors. Hazard warning lights.”</p>	3	Driver and activity organiser to check specifically for presence of other road users at the nearside of the coach before alighting.
Adverse weather conditions - snow and ice (Risk of vehicle skids with subsequent vehicle damage. Risk of loss of time with consequent effects on itinerary)	X			X		<p>Weather reports monitored. Information provided to passengers. Snow chains issued and drivers instructed in their use where deemed necessary. Competent and trained drivers. Itinerary altered as necessary to avoid or reduce exposure to adverse weather.</p>	1	
Vehicle door opening onto ‘wrong side’ of the road (Europe)	X					<p>Passengers alight from vehicle in designated drop off areas where possible. Driver briefs passengers to take extra care when alighting from and returning to vehicle. Vehicle fitted with hazard warning lights.</p>	3	Driver must carry E111 when in Europe
Variances in terrain e.g. soft or uneven ground (Risk of trips and falls and of delays to journey)	X					<p>Competent drivers. Route planning to avoid known problem areas. Driver awareness of hazardous terrain. Seat belts fitted.</p>	1	