

Norfolk Coachways Risk Assessment for Coach Travel

<u>Description</u>	<u>Risks</u>	<u>Persons Affected</u>	<u>Control Measures</u>
Boarding & Alighting Vehicle	Personal Injury	Staff & Passengers	<ul style="list-style-type: none"> - Driver to Pick up / Set down in a safe area. - Driver to ensure steps and gangway clear. - Grab Handles fitted. - Driver to ensure interior lights on in dull light / darkness.
On Board Luggage	Personal Injury Access Restricted	Staff & Passengers	<ul style="list-style-type: none"> - Carry on Luggage to be stowed in over head racks or under seat. - Driver may direct that any object in his opinion too large for On board stowage be place in vehicle lockers. - No flammable substances allowed on board

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Under Vehicle Stowage	Personal Injury	Staff & Passengers	<ul style="list-style-type: none"> - Heavy or bulky objects must be pointed out to driver - Driver may refuse to load items too heavy to lift - No flammable substances allowed - Driver to be aware of hazards, locker/boot doors & luggage that has moved in transit.
Vehicle environment	Personal Injury Sickness	Staff & Passengers	<ul style="list-style-type: none"> - Careful planning of routes including Comfort stops - Experienced Drivers
Vehicle Fires	Personal Injury	Staff & Passengers	<ul style="list-style-type: none"> - High standards of maintenance - No smoking policy - Fire extinguisher on board - Exits and walkways to be kept clear
Vehicle Breakdown	Personal Injury	Staff & Passengers	<ul style="list-style-type: none"> - Full 24 hr fleet support - Experienced drivers with appropriate licences - Vehicles regularly

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			<p>serviced to a High Standard</p> <ul style="list-style-type: none"> - Driver Daily walk round checks and vehicle defect reporting procedure in place
<p>Passenger Behaviour</p>	<ul style="list-style-type: none"> -Personal Injury -Distraction of the driver -Distraction of other road users 	<p>Staff & Passengers</p>	<ul style="list-style-type: none"> - Teachers & Party Leaders responsible for Behaviour - Passengers to remain seated during the journey - Seatbelts to be worn - No Alcohol on board

<p>Driver</p>	<p>Personal Injury</p>	<p>Passengers</p>	<ul style="list-style-type: none"> - All drivers DBS checked - All drivers CPC trained and card up to date. - Drivers made aware of company best practice - Drivers given clear written instructions for each trip undertaken - Drivers hours monitored - Company procedure in place in case of sickness - Management monitoring of well being
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This document is not intended to replace any risk assessment done by a group or school. It is provided for information reference only but could be used by our customers as an example or template to help produce a risk assessment for individual groups however, any document would of course need to reflect a groups specific needs and demands rather than the generic information provided in our example document.

This document is based solely on the service and coaches that we supply.

Norfolk Coachways can not be held liable for use of this document as a reference point for production of risk assessments based on our customers needs or for the production of specific risk assessments required by groups, schools and clubs. The production of compliant risk assessments is always the responsibility of the individual customers we serve and not Norfolk Coachways as we would be unable to anticipate or have knowledge of all groups individual needs.

Our risk assessment example is regularly reviewed and is subject to change by the management as required.

February 2020.