

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	Staff/Passengers (SP)	Employees (E)	Students (S)	Others (O)	Special Needs (SN)			
Complete the assessment table for each hazard identified.						State what control measures are in use at the moment to control the level of risk.	Estimate the level of residual risk in light of the controls listed in the previous column.	State any improvements you think are necessary to reduce this residual risk factor.
Vehicle Hazards								
Roadworthiness of vehicle (Risk of catastrophic vehicle failure)	X	X	X	X	X	Vehicles maintained in accordance with Vehicle Inspectorate requirements. Daily vehicle inspection carried out in accordance with driver's handbook. Defect reporting procedure in place. Maximum speed limit of 62.5mph (100kmh)	LOW -1	
Other road users - Vehicles (Risk of collision with vehicle while coach is in motion, with possible subsequent injury to staff and passengers)	X		X	X	X	Competent drivers. Seatbelts fitted in accordance with legal requirements. Passengers briefed to remain seated as much as possible. Vehicle to be fully insured.	LOW / MEDIUM 2	
Other road users - Vehicles (Risk of stationary vehicle being struck by another vehicle)	X		X	X	X	Driver pulls as far off the 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. Vehicle parked in designated parking bays when left unattended.	LOW -1	

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	SP	E	S	O	SN			
Vehicle Hazards	SP	E	S	O	SN			
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.	LOW / MEDIUM 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.	LOW / MEDIUM 2	
Vehicle refuelling (Risk of slips and trips Risk of fire and explosion Risk of being struck by other vehicles)	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.	LOW -1	
Vehicle accident, breakdown or other major accident	X	X	X	X	X	Emergency ad breakdown procedures detailed in driver's handbook in accordance with "Best Practice". Passengers to be removed from/remain on the vehicle for safety reasons taking into account circumstances / environment. 24hr manned emergency contact number. First aid kit supplied on all vehicles. Driver has means of communication with Traffic office. Hazard warning lights and warning triangle.	LOW -1	Drivers to be made aware of local procedures following road traffic accidents and breakdowns in other countries.

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	SP	E	S	O	SN			
<p>Young persons - lack of safety awareness</p> <p>(Risk of injury due to lack of awareness of existing or potential hazards, horseplay etc.)</p>			X		X	<p>Driver gives safety announcement, in accordance with "Best Practice" including: Location- 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/leader throughout the trip. If staffing ratio has changed, due to a school contract run for example, misbehaviour is not accepted. Driver to pull over until in control of the passengers.</p>	MEDIUM - 3	<p>Safer travel unit may become involved. Phone traffic office for assistance.</p>
<p>Passengers- personal safety at stops</p> <p>(Risk of injury and abduction)</p>	X		X		X	<p>Driver briefs passengers on duration of stop and departure time in accordance with "Best practice". Head counts on arrival and prior to departure. Safe locations will be chosen away from busy traffic. Vehicle to wait if it is not safe to pick up or drop off. Where possible access the vehicle from the pavement at all times. No entering/exiting the vehicle whilst the vehicle is moving. Door to be open only whilst stationary.</p>	LOW - 1	<p>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.</p>

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	SP	E	S	O	SN			
Personal Risk Factors								
Impaired driver performance - fatigue	X	X	X	X	X	Daily rest periods and driving breaks. Daily driving hours not exceeded. Route planning in accordance with "Best practice". Monitoring of tachograph records. Two driver operations where necessary.	LOW - 1	
Impaired driver performance - driver illness		X				Driver notifies company. Coverage will be arranged.	LOW - 1	Driver must carry E111 when in Europe.
Impaired driver performance - distraction	X	X	X	X	X	Pre-journey briefing in accordance with "Best Practice". Driver prohibited from using hand held mobile phone 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 to any person when the vehicle is in motion.	LOW - 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. 24hr emergency contact number available for driver.	LOW / MEDIUM 2	

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	SP	E	S	O	SN			
Biological Hazards	SP	E	S	O	SN			
<p>Body fluids</p> <p>(Risk of contamination and subsequent illness following direct contact with bodily fluids)</p>		X				Cleaning materials kept on board. Protective gloves made available. Disposal bags.	LOW - 1	Ensure all drivers are trained in cleaning procedures. Ensure that an adequate supply of rubbish bags is maintained on the vehicle.
Access and Egress	SP	E	S	O	SN			
<p>Objects falling from overhead luggage racks</p>	X	X	X		X	Only hand luggage allowed inside. Heavy items stored in luggage hold or beneath seats. Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with "Best Practice" Passengers briefed not to move around vehicle more than is absolutely necessary.	MEDIUM 3	Minimise need for passengers to access luggage during the trip.
<p>Obstruction in gangways</p>	X	X	X		X	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with "Best Practice" Passengers briefed not to move around vehicle more than is absolutely necessary.	MEDIUM 3	Activity organiser to check that gangways remain clear and free of obstruction during the journey. The driver's advice is to be followed at all times.
<p>Liquid spills, rainwater</p>	X	X	X		X	Cleaning materials are made available. Passengers briefed not to move around vehicle more than is absolutely necessary.	LOW/ MEDIUM 2	
<p>Blocked emergency exits</p>	X	X	X		X	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with "Best Practice"	LOW -1	

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	SP	E	S	O	SN			
Access and Egress								
Coach access steps (Risk of falling while boarding or alighting the vehicle).	X	X	X		X	Driver safety briefing in accordance with "Best Practice". Well maintained vehicle floor surfaces, step nosings etc. Handrails. In vehicle lighting. Supervision from driver. Main access point used at all times except emergency exits in an emergency.	LOW / MEDIUM 2	
Other vehicles (Risk of being struck by vehicles, cycles etc while alighting from vehicle).				X		Competent driver in accordance with "Best Practice". Driver issued with high visibility jacket. Supervision from driver. Vehicle fitted with mirrors. Hazard warning lights.	MEDIUM 3	Driver and activity organiser to check specifically for presence of other road users at the nearside of the vehicle before alighting.

List hazards involved	Who may be affected by this hazard (X)					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
	SP	E	S	O	SN			
Access and Egress								
<p>Adverse weather conditions Snow and Ice</p> <p>(Risk of vehicle skids with subsequent vehicle damage. Risk of loss of time with consequent effects on itinerary).</p>	X			X		<p>Driver safety briefing in accordance with "Best Practice". Well maintained vehicle floor surfaces, step nosings etc. Handrails. In vehicle lighting. Supervision from driver. Main access point used at all times except emergency exits in an emergency.</p>	LOW -1	Obtain advice from local meteorological office.
<p>Vehicle door opening onto wrong side of the road. (Europe)</p>	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>	MEDIUM 3	
<p>Variations in terrain</p> <p>(Risk of trips and falls and of delays of journey).</p>	X					<p>Competent and trained drivers. Route planning to avoid known problem areas. Driver awareness of hazardous terrain. Seat belts fitted.</p>	LOW -1	Take spade and boards if it is anticipated that the vehicle will be travelling over soft ground.