
Euro Liners

Risk Assessment For Group travel

Risk Assessment

Company: Euro Liners

Assessment for: Coach Drivers

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	How will you put the assessment into action?
<p>Slips, trips and falls when entering or exiting the vehicle through the normal entrance door</p>	<p>All staff and members of the public</p>	<p>Ensuring that the vehicle is stationary before allowing the door to be opened.</p> <p>Ensuring that, whenever possible, the vehicle is next to a curb to minimize lower step height.</p> <p>Ensuring that other traffic is not likely to interfere with passengers entry and exit (e.g. pedestrians or cyclists).</p> <p>Ensuring that hand rails fitted to the vehicle are secure and clean.</p> <p>Ensuring that, where fitted, kneeling facilities are used.</p> <p>Ensuring that, whenever possible, steps are clean and dry. In the event of wet weather ensure that passengers are aware of potentially slippery surfaces.</p>	<p>Drivers to monitor condition of vehicle steps and entrance door as part of regular walk round checks.</p> <p>Drivers to report any passenger comments regarding entrance and exit to vehicle.</p>	<p>Use of vehicle defect sheets.</p>

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Slips, trips and falls when entering or exiting the vehicle through the emergency exit	All staff and members of the public	<p>In the event of needing to use the emergency exit to evacuate passengers:</p> <p>Ensure that they are aware of any footholds that are present on high exit doors.</p> <p>Ensure that they are aware of any broken glass in the event that a window is used as the emergency exit.</p> <p>Ensure that they are aware of any potential risk from fire, fuel spillages or oncoming traffic.</p>	None required	
Collisions with other vehicles or pedestrians whilst maneuvering vehicles in the yard	All staff and members of the public	<p>Ensure adequate visibility by making use of available lighting (e.g hazard warning signals, reversing lamps etc.)</p> <p>Ensure that mirrors are clean and can clearly be seen through.</p> <p>If necessary request assistance from another member of staff when reversing if visibility is not good or there is a risk from other moving vehicles.</p> <p>Observe the 5 mph speed limit in the yard.</p>	<p>All members of staff to monitor condition of fixed lighting and report failure to management.</p> <p>Drivers to monitor condition of vehicle lighting.</p>	Verbal communication and use of vehicle defect sheets.
Slips and trips when on yard duty	All staff	Ensuring that staff are aware of moving vehicles, uneven surfaces in the yard and any locker flaps that are open.	All staff to monitor condition of surfaces and to report any badly damaged areas to management.	Verbal communication.

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<p>Slips, trips and splashes from hazardous substances when cleaning or performing routine maintenance on vehicles</p>	<p>All staff</p>	<p>Ensuring that staff are aware of wet or highly polished surfaces including use of signs where necessary.</p> <p>Ensuring that staff avoid skin contact with cleaning materials by use of gloves provided where necessary.</p> <p>Ensuring that staff are aware of the chemicals that are being used for cleaning/maintenance and that COSHH records are available.</p> <p>Ensuring that staff are aware of regulations for working at height for cleaning of windows and vehicle roofs.</p>		
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Specific risk associated with school groups				
<p>Slips, trips and falls involving passengers on a moving vehicle</p>	<p>Members of the public being carried on the vehicle.</p>	<p>Ensure that passengers are aware of the requirement to wear seat belts.</p> <p>Request that passengers remain seated whilst the vehicle is in motion unless they need to use any facilities that may be on the vehicle.</p> <p>Ensure that the vehicle is driven in a smooth and efficient manor, avoiding harsh braking, acceleration and cornering.</p>	<p>Driver to check that sufficient signs are displayed indicating that seatbelts should be worn.</p> <p>Driver to check that seatbelts are free of cuts and tears, that they operate smoothly and that the clasps are functional as part of daily walk round check.</p> <p>Driver to keep up to date with safe and efficient driving techniques.</p>	<p>Report or replace any worn or damaged signs.</p> <p>Report any damaged seat belts using the defect reporting procedure.</p> <p>Attend any training courses required by management.</p>

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<p>Collisions with other vehicles, highways fixtures and fittings or pedestrians</p>	<p>Members of the public.</p>	<p>Ensure that the driver's view of the road is clear at all times.</p> <p>Ensure that mirrors are clean, free from breaks and adjusted correctly.</p> <p>Ensure that the vehicle is appropriate for the access available at pickups and drop off points and that any route is planned with the vehicle size in mind (e.g. be aware of low bridges and narrow roads)</p> <p>Ensure that any site speed limits, parking restrictions and/or one way systems are adhered to and that extra care is taken when maneuvering anywhere that children are gathered.</p> <p>Ensure that instruction from site staff (e.g. car park attendants) is followed and that communication between driver and site staff is polite and effective.</p>	<p>Driver to check that the wind-screen is clean and free from any damage that may impair vision, that wipers and wind-screen washers are in working order.</p> <p>Driver to check Mirrors for cracks and adjustment before setting off.</p> <p>Driver and transport management to check, wherever possible, that entrances and routes are suitable for the vehicle provided.</p> <p>Driver to observe any site speed limits and be aware that pedestrians, especially children, may not perceive the danger of large moving vehicles.</p> <p>Driver to follow instructions where possible and to convey potential problems or concerns in a polite manor to avoid confrontation.</p>	<p>Report any defects using the defect sheets as necessary.</p> <p>Report any defects using the defect sheets as necessary.</p> <p>Identify routes as early as possible and check with venues for appropriate access.</p> <p>Observation.</p> <p>Driver training and forward planning.</p>
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Environmental impact of the vehicle whilst in operation.	Members of the public and all staff.	Ensure that engines are not left idling excessively as this can cause air and noise pollution. Ensure that there are no excessive fluid leaks on the vehicle.	Driver to switch off the engine when stationary. Driver to check for leaks as part of their daily walkround check.	
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