

Risk Assessment

Hazard	Who might be harmed?	Is the risk controlled adequately?	What further action is necessary to control risk?	Risk Level (Low, Medium or High)
Appropriate legal disks on display. (I.e. Tax and P S V Operations Licence)	Company	Yes, visual driver checks and annual renewal check.	Driver inspection/walk round sheet.	Low
Lights Working	Company Passengers And other road users.	Yes, visual driver checks and annual renewal check.	Driver inspection/walk round sheet. Vehicle not taken from depot until working.	Medium
Wheels/Tyres Check	Company Passengers And other road users.	Yes, visual driver checks and annual renewal check.	Driver, inspection/walk round sheet. Vehicle not taken from depot until working.	Medium
Windscreen	Company Passengers And other road users.	Yes, visual driver checks and annual renewal check.	Driver inspection/walk round sheet. Vehicle not taken from depot until working.	Low
Emergency Exits – open and clear.	Company Passengers	Yes, visual driver checks and annual renewal check. Clients informed by driver other their responsibility.	Driver inspection/walk round sheet. Vehicle not taken from depot until working. Client lead passenger to inform their party.	Medium
Vehicle Horn	Company Passengers And other road users.	Yes, visual and audible and annual renewal checks.	Driver inspection/walk round sheet. Vehicle not taken from depot until working.	Low
Passenger seat belts work effectively.	Company Passengers	Yes, visual driver checks and annual renewal check. Clients informed by driver other their responsibility.	Driver inspection/walk round sheet. Vehicle not taken from depot until working. Client lead passenger to inform their party.	High
Passenger seat belts worn by ALL passengers.	Passengers Their Insurances and illegal	Clients lead passenger informed by driver other their responsibility, to check part members. Internal vehicle signage.	Client lead passenger to inform their party.	High
Driver Tiredness.	Company Passengers Pedestrians Other Road Users	Yes, frequent stops and rest periods, and keeping to legal time limits on work week etc.		Low