



Name of Activity	General Coach Risk Assessment	Date of risk assessment	17/03/2022	Name of who undertook this risk assessment	FERN STEPHENS GROUP COMPLIANCE MANAGER	Review Date	16/05/2024
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This Risk Assessment is to be used in conjunction with the Risk Assessments of the coach company providing transport and in line with the Customer Site Risk Assessment (if applicable).

#	Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
1	Hazard – Miscommunication/Misunderstanding Risk – Danger to staff, member of the public and those using the service.	Driver, Passenger, Member of Public, Staff	<ul style="list-style-type: none">• All staff and drivers to fully familiarise themselves with the Risk Assessment prior to commencing work.• All staff and driver to be fully aware of the Customers Guidelines and Risk Assessments.• All staff and driver to be fully aware of the Coach Company Guidelines and Risk Assessments.	
2	Hazard – Moving Vehicles Risk – Injury or Death because of colliding with a vehicle.	Member of Public, Staff	<ul style="list-style-type: none">• All staff working around or near to vehicles are to always wear a hi-visibility jacket.• Staff and Members of the Public are to keep to designated footpaths or pavements and always follow any directions whether by signage or by an authorised person.• Where necessary, driver or member of staff to assist with providing those disembarking the vehicle with the most appropriate route.• Drivers and Staff to follow guidance of Traffic Marshals/Staff when operating within the grounds if these are made available.	
3	Hazard – Breakdown, Accident, or Incident Risk – Damage to vehicle or third-party property. Injury or Death.	Driver, Passenger, Third Party, Staff	<ul style="list-style-type: none">• Driver to be fully aware of the procedures should there be a breakdown, accident, or incident.• When able and safe to do so, passengers are to be removed to a place of safety.• Driver to ensure, where possible that the hazard warning light are illuminated and that a warning triangle is in situ if one is available on the vehicle.• All vehicles to carry a first aid kit and fire extinguisher.• Driver or other designated person to be trained in first aid and the use of the fire extinguisher.	

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			<ul style="list-style-type: none"> Driver or other designated person to arrange the appropriate assistance i.e., breakdown provider, emergency services etc.... 	
4	Hazard – Unauthorised Access to Vehicle Risk – Damage to vehicle or third-party property. Injury or Death.	Driver, Passenger, Third Party, Staff	<ul style="list-style-type: none"> Driver to ensure that the vehicle is locked and secure when not in use. 	
5	Hazard – Vehicle Reversing Risk – Damage to vehicle or third-party property. Injury or Death.	Driver, Passenger, Member of Public, Staff	<ul style="list-style-type: none"> Vehicle reversing to be kept to a minimum and only completed when it is safe to do so. Where able, utilise a suitably trained ‘banks man’ to assist with reversing. Ensure that there are no people walking by the vehicle prior to commencing any manoeuvre. Any staff working around or near to vehicles are to wear a hi-visibility jacket. Drivers and Staff to follow guidance of Traffic Marshals/Staff when operating within the grounds if these are provided. 	
6	Hazard – Slip, Trip or Fall Risk – Injury to self or others.	Driver, Passenger or Staff	<ul style="list-style-type: none"> All areas to be clear of any potential hazards and are checked regularly. Any hazards identified should be reported to the driver or other designated person so that appropriate action can be taken. Driver or other designated person to supervise entry and exit of the coach. Only main entrances to the vehicle are to be used. Emergency Exits to be used in an emergency only. 	
7	Hazard – Driver Fatigue Risk – Impairment and risk of injury.	Driver, Passenger or Staff	<ul style="list-style-type: none"> Coach Company to ensure that the driver is driving the vehicle within regulations and taking the appropriate breaks. Driver to assist with monitoring his hours, breaks and tachograph records. Dual Driver manning where necessary. 	

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8	Hazard – Bodily Fluids Risk – Contamination or Illness	Driver, Passenger or Staff	<ul style="list-style-type: none"> Suitable cleaning kit and PPE available on-board vehicles to deal with any bodily fluids. Driver or other designated person is suitably trained in the cleaning and disposal. 	
9	Hazard – Overhead Luggage Racks Risk – Injury or Damage	Driver, Passenger or Staff	<ul style="list-style-type: none"> Only items deemed as ‘hand luggage’ to be brought on board the coach. Driver or designated person to ensure that a check has been made to ensure items are securely stowed prior to departure. 	
10	Hazard – Obstruction onboard Risk – Injury and impeded exit in emergency.	Driver, Passenger or Staff	<ul style="list-style-type: none"> Only items deemed as ‘hand luggage’ to be brought on board the coach. Driver or designated person to ensure that a check has been made to ensure items are securely and appropriately stowed prior to departure. No items to be stowed near the exits of the vehicle. 	
11	Hazard – Spills or Liquid Risk – Injury	Driver, Passenger or Staff	<ul style="list-style-type: none"> Appropriate cleaning equipment is to be made available on board to clean any spills. It is encouraged that only drinks with lids are brought on board the vehicle. Driver or other designated person is to clean up spills when it is safe to do so. 	
12	Hazard – Safety at other stops Risk – Injury	Driver, Passenger, Member of Public, Staff	<ul style="list-style-type: none"> Coach to stop in an approved bay suitable for the size of vehicle. If not available coach to stop in a safe location and activate hazard lights to warn others of their presence. Driver or other designated person to exit vehicle first and check that it is safe and suitable for passenger to exit. Hi-visibility jacket to be worn by Driver or another designated person. Driver or other designated to brief passengers prior to exiting the vehicle on safety, luggage collection, entry to destination etc... 	
13	Hazard – Manual Handling Risk – Injury or Damage	Driver, Passenger or Staff	<ul style="list-style-type: none"> Driver or other designated person to load luggage into the luggage compartments. Driver or other designated person to understand how to safely load luggage into the compartments. 	

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14	Hazard – Wheelchair Accessible Coach Risk – Injury or Damage	Driver, Passenger or Staff	<ul style="list-style-type: none"> Driver is to be fully trained in the use of the wheelchair accessible coach including lifts, safe securing etc... Only trained person to operate any equipment in relation to the assistance of a passenger in a wheelchair. 	
15	Hazard – Driver Risk – Injury or Damage	Driver, Passenger, Member of Public, Staff	<ul style="list-style-type: none"> Driver is to be familiar with the vehicle they are using. Driver is to be current in his driving licence and able to drive that class of vehicle. Driver is to be current in his Driver CPC Qualifications. 	
16	Hazard – Vehicle Risk – Injury or Damage	Driver, Passenger, Member of Public, Staff	<ul style="list-style-type: none"> Vehicle is to be maintained in line with the Driver & Vehicle Standards Agency Guide to Maintaining Roadworthiness for commercial goods and public service vehicles. Vehicle is to be in a clean condition and where necessary regularly cleaned through use. 	
17	Hazard – COVID-19 Risk – Transmission or Illness	Driver, Passenger or Staff	<ul style="list-style-type: none"> Current Government Advice is to be followed in respect of COVID-19. A suitable cleaning regime is to be in place between passengers. 	
18	Hazard – Site Unfamiliarity Risk – injury or damage	Driver or Staff	<ul style="list-style-type: none"> All staff are to be fully aware of the site that they are visiting prior to arrival. Where staff are not familiar a supervisor or competent member of staff will attend the site to support them. Staff to follow the instructions of the on-site staff and liaise with them for any further necessary information. 	

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19	Hazard – Adverse Weather Risk – injury or damage	Driver or Staff	<ul style="list-style-type: none"> Weather forecast is to be checked prior to work commencing to ensure that there is no adverse weather expected. If weather conditions are deemed unsafe all work will be cancelled. Those working in adverse weather will ensure that they have the most appropriate PPE i.e. wet weather clothing. 	
20	Hazard – Staff Fatigue Risk – injury or damage	Staff	<ul style="list-style-type: none"> Staff are to take regular breaks throughout the working day. Any work planned is to be done so to allow the safe completion of the work and so as not to rush or cut corners. 	