

# Crawley Luxury

## Risk Assessment – Travel By Coach



The Management of  
Health & Safety at Work  
Regulations 1999



Department  
for Education



Seat belts  
must be  
worn



Department  
for Transport

**Risk Assessment for: TRAVEL BY COACH (GENERIC)**
**Assessment Reference No. 2020/2021**
**Copies to (please tick):** Directors ☒ Traffic Office ☒ Drivers ☒

List hazards involved	✓ who may be affected by this hazard					State existing practical or management controls for this hazard	Residual Risk Factor	What additional measures are necessary
Complete the assessment table for each hazard identified	Staff & Passengers (SP)	Employees (E)	Students (S)	Others (O)	Special Needs (SN)	State what control measures are used 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
<b>VEHICLE HAZARDS</b>								
<b>Roadworthiness of vehicle:</b>  Risk of catastrophic vehicle failure	✓	✓	✓	✓	✓	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	
<b>Other road users – vehicles:</b>  Risk of collision with vehicle while coach is in motion, with possible subsequent injury to staff and passengers	✓		✓	✓	✓	Selective recruitment of drivers and continual assessments & training Seatbelts fitted in accordance with legal requirements Passengers briefed to remain seated as much as possible & clear signage advising all passengers to wear seatbelts	LOW/MEDIUM 2	
<b>Other road users – vehicles:</b>  Risk of stationary coach being struck by another vehicle	✓		✓	✓	✓	Driver pulls as far off 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 Coach parked in designated parking bay when left unattended where possible	LOW -1	

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	SP	E	S	O	SN			
<b>VEHICLE HAZARDS (2)</b>								
<b>Access to vehicle controls and equipment:</b>  Risk of tampering and unauthorised use of vehicle	✓	✓	✓	✓	✓	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.
<b>Reversing vehicle:</b>	✓	✓	✓	✓	✓	Need for reversing minimised where possible Coach fitted with reversing warning alarm and mirrors Competent driver in accordance with Legal requirements	LOW/MEDIUM 2	
<b>Vehicle refuelling:</b>  Risk of slips and trips; Risk of fire and explosion; Risk of being struck by other vehicles	✓	✓	✓		✓	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	
<b>Vehicle accident, breakdown or other major incident:</b>	✓	✓	✓	✓	✓	Emergency and breakdown procedures detailed in driver's handbook in accordance with 'Best Practice' Passengers to be removed to a place of safety Emergency procedure cards issued to drivers 24 hour manned emergency contact number Drivers have basic first aid training First aid kit supplied on all coaches 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.

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PERSONAL RISK FACTORS	SP	E	S	O	SN			
<b>Young persons – lack of safety awareness:</b>  Risk of injury due to lack of awareness of existing or potential hazards, horseplay etc.			✓		✓	Driver gives safety announcement, in accordance with 'Best Practice' including: Location of 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/activity leader throughout trip	MEDIUM-3	
<b>Passengers – personal safety at stops:</b>  Risk of injury and/or abduction	✓		✓		✓	Driver briefs passengers on duration of stop and departure time in accordance with 'Best Practice' Head counts on arrival and prior to departure	LOW-1	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.

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PERSONAL RISK FACTORS (2)	SP	E	S	O	SN			
Impaired driver performance – fatigue:	✓	✓	✓	✓	✓	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:		✓				Driver notifies Company. Coverage will be arranged.	LOW-1	Driver must carry E111 when in Europe
Impaired driver performance – distraction:	✓	✓	✓	✓	✓	Pre-journey safety briefing in accordance with 'Best Practice' Driver prohibited from using hand held mobile telephone 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:		✓				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 24 hour emergency contact number available in accordance with 'Best Practice'	LOW/MEDIUM 2	



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BIOLOGICAL HAZARDS	SP	E	S	O	SN			
<b>Body fluids:</b>  Risk of contamination and subsequent illness following direct contact with bodily fluids		✓				Cleaning materials kept on board all coaches 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			
<b>Objects falling from overhead luggage racks:</b>	✓	✓	✓		✓	Only hand luggage allowed inside coach. 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 Minimise need for passengers to move around vehicle during the trip by scheduling comfort stops and onboard toilet for emergency only
<b>Obstructions in gangways:</b>	✓	✓	✓		✓	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 organisers to check that gangways remain clear and free of obstruction during the journey. The driver's advice is to be followed at all times. Minimise need for passengers to move around vehicle during the trip
<b>Liquid spills, rainwater:</b>	✓	✓	✓		✓	Cleaning materials made available Passengers briefed in accordance with 'Best Practice' not to move around vehicle more than is absolutely necessary	LOW/MEDIUM 2	
<b>Blocked emergency exits:</b>	✓	✓	✓		✓	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing. in accordance with 'Best Practice'	LOW-1	

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ACCESS AND EGRESS (2)	SP	E	S	O	SN			
<b>Coach access steps:</b>  Risk of falling while boarding or alighting the vehicle	✓	✓	✓		✓	Driver safety briefing in accordance with 'Best Practice' Well maintained vehicle floor surfaces, step nosings etc. Handrails In-vehicle lighting Supervision by driver Main access point used at all times - emergency exits only used in emergency	LOW/MEDIUM 2	
<b>Other vehicles – motor vehicles and cycles:</b>  Risk of being struck by vehicles, cycles etc while alighting from coach				✓		Competent driver in accordance with 'Best Practice' Driver issued with high visibility jacket Supervision by driver Coach 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 coach before alighting.

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	SP	E	S	O	SN			
<b>ENVIRONMENTAL HAZARDS</b>								
<b>Adverse weather conditions – snow and ice:</b>  Risk of vehicle skids with subsequent vehicle damage; Risk of loss of time with consequent effects on itinerary	✓			✓		Weather reports monitored Information provided to passengers Snow chains issued and drivers instructed in their use where deemed necessary. Competent and trained drivers Itinerary altered as necessary to avoid or reduce exposure to adverse weather. All drivers under continual instruction to drive to conditions, not to timetables	LOW-1	Obtain advice from local meteorological office. Monitoring of vehicle tracking data ensuring safe speeds adhered to and not feeling under pressure from timetables
<b>Vehicle door opening onto ‘wrong side’ of the road (Europe):</b>	✓					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	MEDIUM-3	
<b>Variances in terrain e.g. soft or uneven ground:</b>  Risk of trips and falls and of delays to journey	✓					Competent drivers Route planning to avoid known problem areas Driver awareness of hazardous terrain Seat belts fitted	LOW-1	Take spade and boards if it is anticipated that the vehicle will be travelling over soft ground.



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	SP	E	S	O	SN			
<b>COVID-19</b> <b>Exposure to COVID-19 between driver and passengers:</b> Risk of close contact (within 2 metres for 15 minutes);						Seats situated within 2 metres of the driver to be restricted from use to maintain social distancing Drivers are issued with PPE including face masks for use during all interactions with passengers Drivers hands must be washed regularly and hand sanitiser should be used in the absence of hand washing facilities Drivers are reminded to politely ask a passenger to step back if the driver feels they are too close to them Drivers are advised to open the cab external window to help dispersal of respiratory droplets that find their way into the cab Passengers are advised via WSCC and school to not travel if they feel unwell	MEDIUM-3	Continual analysis of information and updating of WHO, NHS and PHE guidance. WSCC guidance being followed Assessment ongoing
<b>Exposure to COVID-19 between passengers on board vehicle:</b>						Social distancing measures in place on vehicles limiting capacity as follows: Minibus – 3-4 passengers. Alternate rows staggered across the vehicle 53 seat coach – 12 passengers. Window seats on alternative rows. Drivers must seek advise from transport office if any more passengers attempt to board. Individual vehicles or passenger circumstances may allow for other variations i.e. children from same household but must be cleared with office in advance WSCC allocating spaces according to distancing capacities Passengers are advised via WSCC and school to not travel if they feel unwell Customers advised to take any newspaper / rubbish / tissues with them to dispose of safely	MEDIUM-3	Continual analysis of information and updating of WHO, NHS and PHE guidance. WSCC guidance being followed Assessment ongoing

## Risk rating

SEVERITY LIKELIHOOD	1 MINOR INJURY	2 SIGNIFICANT INJURY	3 MAJOR INJURY
IMMINENT OR VERY LIKELY 3	3 ACTION WITHIN 6 MONTHS	6 ACTION WITHIN 1 MONTH	9 PROHIBITION/IMMEDIATE ACTION
LIKLEY 2	2 ACTION WITHIN 6 MONTHS	4 ACTION WITHIN 3 MONTHS	6 ACTION WITHIN 1 MONTH
UNLIKELY 1	1 LOW RISK	2 ACTION WITHIN 6 MONTHS	3 ACTION WITHIN 6 MONTHS

## LIKELIHOOD x SEVERITY

9	=	REQUIRES IMMEDIATE ACTION
6	=	ACTION WITHIN 1 MONTH
4	=	ACTION WITHIN 3 MONTHS
2-3	=	REVIEW WITHIN 6 MONTHS
1	=	REVIEW IN ONE YEAR, OR SOONER IF CIRCUMSTANCES CHANGE