

# YMS Travel - Coach and Bus Travel Risk Assessment



List of 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	Employees/ Drivers	Students	Others	Special Needs	State what control measures are used at the moment to control the level of risk as a Coach Operator	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>								
Roadworthiness of vehicle (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 62.5mph (100kmh)	Low -1	
Other road users - vehicles (Risk of collision with vehicle while coach in motion, with possible subsequent injury to staff and passengers)	*	*	*	*	*	Competent drivers. Seatbelts fitted in accordance with legal requirements. Passengers briefed to remain seated as much as possible.	Low/Medium 2	
Other road users - vehicles (Risk of stationary coach being struck by another vehicle)	*	*	*	*	*	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 hazards warning lights fitted in accordance with legal requirements. Coach parked in designated parking bays when left unattended.	Low -1	
Access to vehicle controls and equipment. (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	

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Reversing vehicle	*	*	*	*	*	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)	*	*	*		*	Passengers should not be on the vehicle during fuelling. No Smoking while refuelling is in progress. Drivers wear appropriate footwear	Low -1	
Vehicle accident, Breakdown or other major incident.	*	*	*	*	*	Emergency and breakdown procedures detailed in driver's handbook in accordance with 'Best Practise' Passengers to be removed to a place of safety. Emergency procedure cards issued to drivers. 24 hour manned emergency contact number. Drivers have suitable first aid training. first aid kit supplied on all vehicles. Driver has means of communication with Traffic Office or Manager. Hazard warning lights and warning triangle are available on all vehicles.	Low -1	Drivers to be made aware of local procedures following road traffic accidents and breakdowns in other countries.
<b>PERSONAL RISK FACTORS</b>								
Young person - Lack of safety awareness (Risk of Injury due to lack of awareness of existing or potential hazards, horseplay etc.,)			*	*	*	Driver gives safety announcement in accordance with 'Best Practise' including:- location of fire extinguishers and first aid kit. Location of emergency doors. Location of emergency kit and windows. Location of emergency roof exits. Use of seatbelts. Driver communicates with organiser/activity leader through trip.	Medium -3	

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Passengers - Personal safety at stops (Risk of Injury and abduction)	*		*		*	Drivers 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 group of at least two at all times while away from the vehicle.
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 - 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 Practise' Driver prohibited from using handheld mobile communication devices while the vehicle is in motion. Group organiser or other nominated person seated closest to the driver. Supervision of passengers. No smoking on the vehicles. Driver not to be unnecessarily distracted while driving.	Low -1	

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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.	Low/Medium 2	
Infection/contamination and the spreading of viruses.	*	*	*	*	*	Installation of hand sanitisation stations on board vehicles, fully maintained with 70% alcohol fluid. Drivers will disinfect grab handles, hand rails and touched areas after each vehicle movement.	High - 5	Face coverings to be worn by all passengers whilst travelling on the vehicle. Households and support bubbles will be distanced from other parties based on current Government guidelines
Spreading of viruses and pathogens between passengers	*	*	*	*	*	Distanced seating introduced giving the minimum of 1 metre space between groups. Unusable seats clearly marked using signage.	High - 5	The vehicle will be cleaned between each load including the sanitisation of hand rails, grab handles and other touched areas.
<b>BIOLOGICAL HAZARDS</b>								
Body fluids of contamination and subsequent illness following direct contact with bodily fluids) (Risk		*		*		Cleaning materials kept on board all coaches. Protective gloves made available. Disposal bags	Low -1	Train driver of cleaning procedures. Supply adequate rubbish bags on all vehicles.
<b>ACCESS AND EGRESS</b>								
Objects falling from overhead luggage racks	*	*	*		*	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 more than absolutely necessary	Medium -3	Minimise need for passengers to access luggage during trip

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Obstructions in gangways	*	*	*	*	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with 'Best Practice' Passengers briefed not to move around more than absolutely necessary	Medium -3	Activity organiser to check that gangways remain clear during the journey. The driver's advise is to be followed at all times.
Liquid spills and rainwater	*	*	*	*	Cleaning materials made available. Passengers requested not to move around the vehicle more than necessary.	Low/Medium 2	
Blocked emergency exits	*	*	*	*	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with 'Best Practice'	Low -1	
Coach assess and internal steps. (Risk of falling while boarding or alighting the vehicles or changing floors)	*	*	*	*	Driver Safety briefing in accordance with 'Best Practise' Well maintained and cleaned floor surfaces and steps. Handrails. In-vehicle lighting as required. Supervision and assistance by driver. Main access points used (emergency exits for emergencies only)	Medium -3	Avoid moving between floors while vehicle is moving. Extreme care is advised.
Other vehicles - motor vehicles and cycles (Risk of being struck by vehicles, cycles etc while alighting from the coach)	*	*	*	*	Competent driver. Driver issued with a high visibility jacket. Supervision and assistance by driver. Coach fitted with mirrors. Hazard warning lights	Medium -3	Driver or activity organiser to check specifically for the presence of other road users at the nearside of the coach before alighting.
<b>ENVIRONMENTAL HAZARDS</b>							
Adverse weather conditions - Snow, ice, flooding and Extreme Wind (Risk of vehicle skid or Being Hit by Objects with subsequent damage. Risk of loss of time and effects on itinary)	*			*	Weather reports monitored. Information provided to passengers. Competent and trained drivers. Itinerary altered as necessary to avoid or reduce exposure to adverse weather.	Low -1	Check forecast and Met Office

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Vehicle door opening onto 'wrong side' of the road when in Europe.	*					Passengers alight from vehicle in designated drop off areas where possible. Drivers briefs passengers to take extra care when alighting the vehicle and returning to board.	Medium -3	Use the O/S door when available
OTHER JOURNEY RISKS								
Passengers with special needs/requirements	*	*				Obtain details of those with requirements.	Low -1	Please advise at booking any special requirements
Crossing - ferry/tunnel	*	*			*	Group to be subdivided and accountable to specific supervisors. The group's attention is to be drawn to the safety signs and briefings arranged by the crossing channel company. On the ferry access top the coach is prohibited where as on the tunnel the transit of passengers is within the coach.	Low -1	
Group movement - losing party members	*	*	*	*	*	Group leaders and supervisors must be familiar with the members of the group prior to the visit. Head counts must be performed regularly when the party is getting on or off the coach and on entrance and exit from attractions. Group leader must have mobile communcations with the driver and the YMS Travel emergency contact number. Pupils to be issued with 'I AM LOST' Cards issued from YMS Travel when on open or european travel. (In the local language) This will have the coach contact details.	Medium -3	

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Group journey stops	*	*	*	*	*	The coach will only stop at suitable service areas. Driver will brief the group on the facilities at the stop and the location, give return and leaving times. Advise on hazards and specific areas to be avoided.	Low - 2
Illegal goods	*	*	*	*	*	The following items must not be purchased/brought onto the coach: in ANY circumstances: offensive weapons (knives etc.) solvents, lighter fuel / refills, intoxicating substances, fireworks and laser pens. Pupils under 16 - cigarettes or tobacco, liqueur chocolates. Under 18 - alcohol. e-cigarettes are not to be used on the coach.	Low -1

### CHANGE OF CIRCUMSTANCES

This risk assessment is a document and guideline that sets a base standard and can be advanced as necessary. If and when circumstances change the assessment can be reviewed and added to as necessary the correct use of control measures and cooperation with the driver and passengers.  
The driver will make all decisions based upon safety of both the passengers and staff as well as him/herself.

**IN THE EVENT OF CONFLICT THE DRIVERS DECISION IS FINAL**