

## RISK ASSESSMENT

<b>Company</b>	Orion
<b>Company Address</b>	P.O. Box 15, Manchester, M12 4AE Tel: 0161 273 3895, - Fax: 0161 272 8500, - Email: info@oriontravel.co.uk

<b>Project</b>	Safe Working Practice & Procedures
<b>Project Address</b>	No Address Specified
<b>Project Ref.</b>	01

Assessment Date	Review Date	Name of Assessor[s]	Unique Reference
1/5/2008	1/5/2009	Dave Sweeney	RISK2_1_6_2008

<b>Trade/Role/Profession</b>	Section 19 [non-PCV] Minibus Driver-Staff or Volunteer
<b>Activity</b>	Transport of Passengers by Minibus
<b>Persons at Risk</b>	Driver General Public Passengers Passenger Assistants Vehicle Checker/Mechanic Vehicle Cleaners Office Staff Young Passengers Elderly Passengers School Children Passengers in Wheelchairs Passengers with Special Needs Older passengers Other road users [including pedestrians] Ramp Operator Volunteers Office visitors Family of staff working from home

<b>Health/Safety Hazard</b>	High Level Commitment
<b>Risk Management</b>	* The organisation has a high level of commitment to Health and Safety and has a policy covering the responsibilities of managers, supervisors, staff and volunteers

	* A senior officer of the organisation is specifically tasked with overseeing all aspects of Health and Safety	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	General Office Environment
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Lighting of workspaces is adequate and appropriate to the needs of staff and/or volunteers</li> <li>* Display screen equipment is correctly positioned with antiglare screens if required, and operator's seating is appropriate</li> <li>* Operators take regular breaks from work on display screen equipment and eye tests are available and encouraged</li> <li>* Statutory safety posters are displayed and staff are aware of safety issues and have been shown copies of risk assessments</li> <li>* Office area is kept tidy and free from tripping hazards [wires, carpets and other objects]</li> <li>* Office furniture and equipment is positioned to minimise risk of injury to staff, volunteers and visitors</li> <li>* All items being stored are on appropriate and secure shelving and are not in a position where they may fall and injure people</li> <li>* Staff have been given training on manual handling.</li> <li>* Steps and other appropriate devices are available and used to enable items stored above shoulder height to be deposited and retrieved</li> <li>* Staff are aware of the location of first aid kit[s]</li> <li>* Staff are aware of the location of the accident book</li> </ul>

	<ul style="list-style-type: none"> <li>* Managers have ensured that the requirements of the Workplace [Health Safety and Welfare] Regulations 1992 are met</li> <li>* Regular staff and volunteer meetings are held where health and safety issues are discussed</li> <li>* Staff and volunteers are aware of the procedures for reporting health and safety concerns</li> </ul>
<b>Residual risk - SEVERITY</b>	High
<b>Residual risk - LIKELIHOOD</b>	High

<b>Health/Safety Hazard</b>	Electrical Equipment and Fire Hazards in the office
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Electrical equipment has been checked and electrical sockets are not overloaded.</li> <li>* A Portable Appliance Testing certificate is held and all equipment shows the date of expiry</li> <li>* New electrical installations are carried out by qualified engineers</li> <li>* Combustible materials are kept away from heat sources</li> <li>* Fire extinguishers are clearly visible</li> <li>* Access to fire extinguishers is not obstructed</li> <li>* All staff and volunteers have un-obstructed access to at least two exits</li> <li>* Emergency lighting is installed and tested regularly</li> <li>* Staff and volunteers are aware of the procedures for using fire extinguishers and the different types of extinguisher available</li> <li>* Staff and volunteers are aware that certain extinguishers are not compatible with certain types of fire eg water on electrical fires</li> </ul>

	<ul style="list-style-type: none"> <li>* Staff and volunteers are aware of the procedure for contacting the Fire Service</li> <li>* Fire Extinguishers are appropriate, in place and checked on a regular basis</li> <li>* Fire alarms are tested regularly and fire evacuation drills are carried out on a regular basis</li> <li>* A fire officer is appointed</li> <li>* Emergency exits are clearly marked and kept clear</li> <li>* Access to emergency exits is not obstructed</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Vehicle movements in Depot	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* A speed limit is imposed of 10mph within the depot, which is enforced by action being taken against staff or volunteers who do not drive within this limit</li> <li>* Staff and visitors are made aware of specific hazards with notices and training</li> <li>* Vehicles are parked by reversing-in / driving-out technique. New drivers are supervised to ensure that they are proficient in this skill</li> <li>* All vehicles are fitted with audible warning devices automatically used when reversing</li> <li>* Vehicle horn should be used in situations where visibility of pedestrians is reduced</li> <li>* Headlights are used when vehicles are manoeuvring</li> <li>* Hazard flashers are used when vehicles are manoeuvring</li> <li>* Staff and visitors within the depot wear high visibility clothing</li> </ul>	

	<ul style="list-style-type: none"> <li>* Pedestrian walkways are clearly marked within the depot and vehicles are parked in clearly marked bays.</li> <li>* Unaccompanied children or other vulnerable people are not allowed within the depot</li> <li>* Drivers are instructed to sound the vehicle horn on entering and leaving the depot</li> <li>* Unsupervised reversing is not permitted</li> <li>* The depot has appropriate lighting</li> </ul>
<b>Residual risk - SEVERITY</b>	High
<b>Residual risk - LIKELIHOOD</b>	High

<b>Health/Safety Hazard</b>	Hazardous substances
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* No hazardous substances are stored separately on site</li> <li>* Staff and volunteers are instructed in the correct methods for fuelling vehicles-gloves are provided</li> <li>* Staff and volunteers are encouraged to use gloves provided by service stations when fuelling vehicles</li> <li>* Hazardous substances eg spare fuel or oil, are not carried in vehicles</li> <li>* All on-site fuelling facilities are organised in accordance with appropriate regulations including fire-fighting equipment</li> <li>* Details of any hazardous materials stored on site are known to all staff and volunteers and COSHH Data sheets are available to all staff</li> <li>* All hazardous materials are stored in a locked cupboard and in their original containers</li> <li>* Storage cupboards are clearly marked as containing hazardous substances</li> </ul>

	<ul style="list-style-type: none"> <li>* Cleaning materials, such as bleach, are not carried on vehicles</li> <li>* Staff and volunteers working from home are instructed not to store hazardous materials</li> <li>* Any fuel, oil, or other fluid, leaks are treated with absorbent material and the cause investigated and corrected</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Cleaning Vehicles
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* No cleaning is done by staff or volunteers</li> <li>* Training on the use of pressure washers is provided to all operators</li> <li>* Children under 16 are not allowed to use pressure washers</li> <li>* Gloves are provided for handling cleaning fluids</li> <li>* All hazardous materials are stored in a locked cupboard and in the original containers</li> <li>* Storage cupboards are clearly marked as containing hazardous substances</li> <li>* Areas used for cleaning are clearly marked and signs are provided to inform visitors</li> <li>* Steps are provided for staff to reach higher parts of the vehicles</li> <li>* Cleaning is minimised in winter when the residue water may cause ice patches</li> <li>* Water from the cleaning area is controlled to stop hazardous liquids [oils, etc.] entering streams and rivers</li> <li>* Protective gloves are worn when cleaning vehicles, particularly when sweeping inside the vehicle</li> </ul>

	<ul style="list-style-type: none"> <li>* Waterproof clothing is provided for staff involved in cleaning vehicles</li> <li>* Vehicles are only cleaned in designated areas</li> <li>* Designated cleaning areas are adequately illuminated</li> <li>* Vehicles cleaned on the inside are allowed to dry out thoroughly before being used by passengers</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Fitment and storage of seats and WTORS [Wheelchair Tie-down and Occupant Restraint System]	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Seating configurations of vehicles are not changed other than by trained mechanics</li> <li>* Staff and volunteers are trained in manual handling techniques and fully understand how to fit and remove seats. Seats are carried in accordance with the instructions in MiDAS</li> <li>* Double seats are lifted by two staff members</li> <li>* Clear guidelines are given about methods to be used to fit and remove seats</li> <li>* Vehicles are parked in a designated area close to the storage location, when seat installation / removal is taking place. Adequate lighting is provided</li> <li>* Sufficient space is available to store seats and transfer them from the area where installation/removal work is being undertaken.</li> <li>* Seat storage is on the ground floor</li> <li>* All seats are stored at ground level to avoid any falling onto staff and volunteers</li> <li>* Seats are never carried in vehicles unless securely fitted in a proper manner</li> </ul>	

	<ul style="list-style-type: none"> <li>* Drivers check security of seats after they have been installed</li> <li>* Drivers use the correct method of fitting WTORS [Wheelchair Tie-down and Occupant Restraint Systems] as specified in MiDAS.</li> <li>* WTORS equipment is stored securely on the vehicle when not in use</li> <li>* Special storage area used for WTORS equipment in a manner that avoids any possible damage</li> <li>* WTORS are checked regularly for damage</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Passengers in Wheelchairs or ambulant passengers boarding/alighting using a passenger lift	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Passenger lifts comply with BS6109 Part 2</li> <li>* Drivers and Passenger Assistants are provided with high visibility clothing</li> <li>* Drivers and Passenger Assistants are aware of the organisation's policy on not allowing powered wheelchairs to be boarded unless the power can be switched off</li> <li>* Drivers and Passenger Assistants are aware of the organisation's policy on allowing powered wheelchairs to be boarded with the power switched on after completing an individual risk assessment</li> <li>* The edges of the passenger lifts are fitted with high visibility markings to warn other road users</li> <li>* Drivers are aware that vehicles with passenger lifts need to be securely parked on level ground before the lift is deployed</li> <li>* Only one person who has received training operates the passenger lift. The controls being held or stowed correctly at all times when the lift electrical circuit is active</li> </ul>	

	<ul style="list-style-type: none"> <li>* Drivers are responsible for operating passenger lifts</li> <li>* Vehicles with passenger lifts have rear mounted spotlights illuminating the lift</li> <li>* Drivers are aware that the Safe Working Load [SWL] of the passenger lift must not be exceeded</li> <li>* Drivers are aware of the manual operating procedures of the passenger lift, should the vehicles electrical system fail</li> <li>* Drivers are aware that they must accompany the passenger on the lift where there is sufficient room to do so</li> <li>* Drivers and Passenger Assistants are aware that the lift should not be left unattended in the raised position</li> <li>* Drivers and Passenger Assistants are aware that passengers with walking difficulties may prefer to use the lift to board the vehicle</li> <li>* Drivers and Passenger Assistants are aware that should any load bearing part of the lift fail, this must be reported to their manager immediately</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Employee and volunteer stress	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Policies are in place to minimise stress levels of all staff</li> <li>* Notices in the office and vehicles explain that insulting behaviour towards staff will not be tolerated</li> <li>* Regular surveys are completed to ascertain the views of staff and volunteers about the level and causes of unacceptable personal stress</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Speed	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers keep within the statutory speed limits</li> <li>* Vehicles are driven at speeds appropriate to the road and weather conditions</li> <li>* Vehicles are driven at speeds that avoid discomfort to passengers</li> <li>* Speed limiters are fitted to vehicles</li> <li>* Tachographs are examined to identify speed violations</li> <li>* Schedules are planned to avoid any requirement to drive beyond speed limits or appropriate speeds for conditions.</li> <li>* Drivers are responsible for the payment of all fines</li> <li>* Drivers with two speeding offences are given formal warnings</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Weather Conditions	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers plan and review routes and timings if weather conditions are adverse</li> <li>* Vehicles are equipped to deal with poor weather conditions [Electronic Traction Control, Antilock Braking System etc]</li> <li>* Drivers ensure that fuel tanks are kept at least three-quarters full in bad weather conditions by additional fuelling</li> <li>* Drivers ensure that equipment is carried in the vehicle to deal with poor weather conditions, including ice scrappers, de-icing spray, snow shovel, Wellington boots, torch, blankets, fully charged mobile phone</li> </ul>	

	<ul style="list-style-type: none"> <li>* Consideration is given to carrying hot drinks in flasks and emergency food</li> <li>* Drivers give an estimated time of arrival at their proposed destination</li> <li>* Drivers are aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help.</li> <li>* Drivers are aware that in hot weather road surfaces can become soft or if it rains after a dry spell the surface may become slippery. These conditions could affect steering and/or braking</li> <li>* Drivers ensure that the windows are clear of frost and snow before leaving the depot or driving from the place where the vehicle has been stored</li> <li>* Drivers ensure that heating and ventilating systems are working correctly before leaving the depot</li> <li>* Drivers are aware of the vulnerability of passengers to hot or cold weather</li> <li>* Drivers use rear and front fog lights where visibility is less than 100 metres [but not at any other times]</li> <li>* Drivers are not put under pressure to complete journeys in poor weather conditions</li> <li>* Drivers have a set of instructions detailing the procedures for dealing with adverse weather conditions</li> <li>* Consideration is given to cancelling journeys in bad weather conditions-vulnerable people are contacted directly if this occurs</li> <li>* Before commencing a journey the driver checks the vehicle, ensuring that all lights work and that there is sufficient cleaning solution in the windscreen washer bottle. Oil, water and fuel levels are also checked</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Winter Driving	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers ensure that equipment is carried in the vehicle to deal with winter weather conditions, including ice scrappers, de-icing spray, snow shovel, Wellington boots, torch, blankets, fully charged mobile phone.</li> <li>* Consideration is given to carrying hot drinks in flasks and emergency food</li> <li>* Drivers ensure that heating and ventilating systems are working correctly before leaving the depot.</li> <li>* Drivers are aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help.</li> <li>* Tyres, lights and windscreen wipers are checked</li> <li>* Before commencing a journey the driver checks the vehicle, ensuring that all lights work and that there is sufficient cleaning solution in the windscreen washer bottle. Oil, water and fuel levels are also checked</li> <li>* Drivers are instructed to use vehicle headlights in times of reduced visibility</li> <li>* Drivers are instructed that vehicle fog lights must not be used unless visibility is less than 100metres</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Driving in Hot Weather	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Ensure window blinds are in place if necessary</li> <li>* Ensure a plentiful supply of water</li> <li>* Have plenty of stops</li> <li>* Drivers are aware of vulnerability of passengers in hot conditions</li> </ul>	

	<p>* Before commencing a journey the driver checks the coolant level in the vehicle</p> <p>* Drivers are aware that hot weather may affect the road surface thus making steering and braking more difficult</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Vehicle Engine and Moving Parts	
<b>Risk Management</b>	<p>* Do not check the engine and levels while the engine is running</p> <p>* Do not open the radiator cap if the engine is very hot</p> <p>* Always apply the hand brake when checking the vehicle</p> <p>* Ensure the bonnet is secure before checking the engine and is re-secured before moving off</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Eyesight	
<b>Risk Management</b>	<p>* Drivers wearing glasses should make sure that their lenses are clean before starting the journey.</p> <p>* Drivers are aware that they should not wear sunglasses or polarising lenses in low visibility or at night.</p> <p>* Drivers are aware that an anti-reflection coating will reduce headlight reflections and gives clearer vision in poor light conditions.</p> <p>* Drivers are aware that they should never wear yellow tinted glasses at night, as they darken shadows and can make it difficult to see cyclists and pedestrians.</p>	

	* Drivers make sure that headlights are clean, [fully functioning] at full strength and adjusted so they don't cause glare to other road users.	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Night time driving	
<b>Risk Management</b>	<p>* Drivers wearing should make sure that their lenses are clean before starting the journey</p> <p>* Drivers are aware that they should not wear sunglasses or polarising lenses in low visibility or at night.</p> <p>* Drivers are aware that an anti-reflection coating will reduce headlight reflections and gives clearer vision in poor light conditions.</p> <p>* Drivers are aware that they should never wear yellow tinted glasses at night. as they darken shadows and can make it difficult to see cyclists and pedestrians.</p> <p>* Drivers make sure that headlights are clean, [fully functioning] at full strength and adjusted so they don't cause glare to other road users.</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Traffic Conditions	
<b>Risk Management</b>	<p>* Allowance is made in schedules for traffic conditions and drivers are aware that they should not take unnecessary risks or exceed the speed limits to make up lost time</p> <p>* Plans take into account the time that vulnerable passengers will have to remain seated in the vehicle</p> <p>* Drivers are aware that they should park the vehicle in a safe location and notify the depot of severe delays so that people waiting for passengers can be informed.</p>	

	<ul style="list-style-type: none"> <li>* Drivers carry appropriate maps to plan alternative routes when roads are closed</li> <li>* Drivers are aware that the increased frustration of other drivers and themselves is a contributory factor to road traffic incidents</li> <li>* Drivers ensure that the fluid levels are checked daily to ensure that vehicles do not overheat or fail in other ways due to sustained engine running when stationary</li> <li>* Routes are planned to avoid areas where traffic density causes severe delays</li> <li>* Schedules are prepared to minimise driving in peak traffic whenever possible.</li> <li>* Drivers record on their tachograph chart if traffic conditions have caused them to exceed the drivers hours regulations. Note of this is taken in future journey scheduling</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Driver Fatigue	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers are advised not to drive for longer than two hours at a time in accordance with the recommendation in MiDAS</li> <li>* Drivers take a break of at least 15 minutes after two hours continuous driving, in accordance with the recommendation in MiDAS</li> <li>* Schedules are prepared to allow for drivers' breaks</li> <li>* For very long journeys two drivers are allocated to share the driving role or an overnight stay is included in the planned schedule</li> <li>* Drivers take appropriate rest before undertaking any journeys</li> </ul>	

	<p>* Drivers are aware that driving at times when they would normally be asleep is a contributory factor to road traffic collisions</p> <p>* Drivers, particularly volunteers, are aware that lengthy driving periods after a full working day is a contributory factor to road traffic collisions</p> <p>* Drivers are aware that they should not drive when they are tired. If this situation arises, drivers are advised to stop in a safe location, drink strong caffeine rich drink or sugared food and take a short nap</p> <p>* Drivers have attended a training course outlining the dangers of driver fatigue</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Mobile Phones	
<b>Risk Management</b>	<p>* Drivers are aware that the organisation has a 'no mobile when mobile' policy</p> <p>* Drivers are aware that it is illegal, except in an emergency, to use a mobile phone unless the vehicle is safely parked with the engine turned off</p> <p>* Drivers are aware that the use of hands free kits should be kept to a minimum, and used for short essential messages only</p> <p>* Hands free kits are provided by the organisation</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Alcohol, Drugs and Prescribed Medicine	
<b>Risk Management</b>	* Drivers are aware that they should not drive if they feel unwell	

	<ul style="list-style-type: none"> <li>* Drivers check that the label on any medicines they take has no warnings about not driving either on the label or the enclosed leaflet.</li> <li>* Drivers inform their supervisor if they are taking any medicines that may affect their ability to drive</li> <li>* Drivers check that advice is taken from a pharmacist or doctor concerning generic medicines and any possible effect on their ability to drive</li> <li>* Drivers are aware of the stated dose on all medicines and do not exceed this</li> <li>* Drivers have an increased awareness of the possibility of any side effects with medicine they are taking and medical advice is sought in appropriate circumstances</li> <li>* Drivers are aware that the organisation has a no alcohol within 24 hours of driving policy</li> <li>* Drivers are aware of the residual effect of any alcohol that is consumed prior to driving could lead to them having impaired reaction times</li> <li>* The organisation has a policy of dismissing drivers who are convicted of drinking and driving</li> <li>* Any driver reporting for duty who appears to supervisors to have been drinking will be suspended, pending further investigation</li> <li>* The organisation has a policy of dismissing drivers who are convicted of possession or supply of illegal drugs</li> <li>* Any driver reporting for duty who appears to supervisors to be under the influence of illegal drugs will be suspended, pending further investigation</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	
<b>Health/Safety Hazard</b>	Smoking and Eating Whilst Driving	

<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers are aware that the organisation operates a no smoking policy in all vehicles</li> <li>* Drivers are aware that they must maintain full control of the vehicle at all time and they must not eat or drink when driving</li> <li>* Staff and volunteers are aware that the organisation operates a no smoking policy on all vehicles and in all premises</li> <li>* Drivers using their own vehicles to transport passengers are instructed to refrain from smoking</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Legal Compliance	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers hold the appropriate driving entitlement for the type of vehicle</li> <li>* Recruitment procedures involve appropriate pre-appointment checks to confirm the identity of drivers for comparison with licences held</li> <li>* The validity of driving licences are checked on recruitment and periodically thereafter</li> <li>* All driving licences are photocopied annually</li> <li>* The validity of PSV driving entitlements is checked routinely and a photocopy of the driving licence is held on file, which is countersigned by a supervisor to ensure that it was copied from an original document</li> <li>* Drivers are aware that penalty points on licences must be reported to supervisors</li> <li>* Drivers have been made aware of the organisation policy on work related road safety and trained as required</li> <li>* Tachograph disks are regularly checked to ensure drivers comply with statutory and the organisation's requirements</li> </ul>	

	<p>* Where drivers are using their own vehicle on behalf of the organisation a copy is taken of the MOT [where appropriate] and Insurance certificates</p> <p>* Voluntary car scheme drivers supply a copy of their MOT [where appropriate] and Insurance certificates before carrying passengers</p> <p>* Where a volunteer is using their own car to carry passengers the organisation carries out checks to ensure that the vehicle is taxed, MOT'd and insured</p> <p>* Drivers are liable for all prosecutions and fines related to untaxed and uninsured vehicles</p> <p>* The organisation has a policy of not allowing any drivers with points on their licences</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Passengers not wearing seat/safety belt or harnesses
<b>Risk Management</b>	<p>* All vehicles operated by the organisation are provided with seat/safety belt or harnesses for each passenger, including passengers travelling in wheelchairs</p> <p>* The organisation has a policy of insisting that seat/safety belt or harnesses are worn by all passengers</p> <p>* Drivers are expected to remind passengers to wear seat/safety belt or harnesses</p> <p>* Drivers are expected to report passengers refusing to wear seat/safety belt or harnesses to supervisors for consideration of further action being taken</p> <p>* The organisation will refuse to carry passengers who wilfully refuse to wear seat/safety belt or harnesses.</p>

	<p>* Drivers can be asked by passengers to assist them to secure seat/safety belt or harnesses in accordance with the training received as part of MiDAS</p> <p>* Drivers are encouraged to offer assistance to passengers having difficulty fastening seatbelts</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Vehicle Condition and Suitability
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* All new vehicles will comply with DPTAC requirements</li> <li>* All new vehicles are chosen to provide safety and comfort to vehicle crew and passengers</li> <li>* All new vehicles are chosen to be appropriate for the intended use, including accessibility requirements</li> <li>* Vehicles are allocated to scheduled work in order to meet the passenger needs and their accessibility requirements</li> <li>* All vehicles operated by the organisation are fully insured and have a current MOT</li> <li>* Procedures are in place to ensure that MOT expiry dates are known and action is taken to avoid operating a vehicle without an MOT</li> <li>* Vehicles not owned by the organisation, including hired vehicles and privately owned vehicles, are monitored to ensure that the insurance and MOT are valid and operation does not take place after either have expired</li> <li>* All buses and minibuses operated by the organisation have a safety inspection every six weeks</li> <li>* Vehicles operated by the organisation and not classified as buses or minibuses are maintained in accordance with the manufacturer's recommendations.</li> </ul>

	<ul style="list-style-type: none"> <li>* Records are maintained of any work completed on vehicles operated by the organisation.</li> <li>* Drivers are aware that all privately owned vehicles must continue to be in a roadworthy condition and supervisors may make random checks</li> <li>* Drivers are aware of and have been trained in the use of all the vehicles' safety features</li> <li>* The driver undertakes pre-shift 'walk round' checks including lighting on steps, ramps and lifts</li> <li>* After completing a 'walk round' check drivers complete a report on the condition of the vehicle, including a 'nil defect' report.</li> <li>* The organisation has a defect reporting system, which allows drivers to report any defects and then tracks the subsequent actions taken to make repairs. Signatures, names and dates are recorded against all actions or decisions</li> <li>* Drivers are given details of any defects previously reported on the vehicle they will be driving, that have been classified as 'repair at next service' due to the minor nature of the defect</li> <li>* Drivers check the number of seats fitted and the available space for wheelchair users that will be carried on the journey and are empowered to refuse passengers who would cause the seating capacity of the vehicle to be exceeded.</li> <li>* Drivers are aware that loose mats must not be used in buses or minibuses</li> <li>* Vehicles are cleaned internally and externally on a regular basis</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	
<b>Health/Safety Hazard</b>	Inexperience or lack of Training	

<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>* Drivers have undertaken induction training in all aspects of the organisation</li>   <li>* Drivers are monitored during their probationary period and assessed for additional training that may be required</li>   <li>* Prior to driving any vehicle, drivers undergo familiarisation training. This covers the vehicles controls, fuel used and fuelling procedure, the maximum weight of the vehicle, the maximum seating capacity and possible seat configurations, the height, width and length of the vehicle, the correct use of safety features fitted to the vehicle, the correct use of the passenger lift or ramp,</li>   <li>* Drivers are trained to undertake pre-shift 'walk round' checks and complete a report on the condition of the vehicle, including a 'nil defect' report.</li>   <li>* Drivers are trained on the organisation policy on breakdown procedures</li>   <li>* Drivers are trained on the organisation policy on driving and road safety</li>   <li>* Drivers are trained on the organisation policy on driver fatigue</li>   <li>* Drivers are trained on the organisation policy on mobile phones</li>   <li>* Drivers are trained on the organisation policy on alcohol</li>   <li>* Drivers are trained on the organisation policy on dismissing drivers convicted of drinking and driving offences</li>   <li>* Drivers are trained on the organisation policy on illegal drugs</li>   <li>* Drivers are trained on the organisation policy on smoking</li>   <li>* Drivers are trained on the organisation policy on wearing of seat/safety belts or harnesses</li> </ul>
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	* Schedules are adjusted to take into account training or inexperienced drivers	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Knowledge and Information	
<b>Risk Management</b>	<p>* Details of the skill and knowledge requirements are specified in the job description/person specification and all new staff and volunteers meet these requirements on appointment or are trained in any area where there is a skills or knowledge gap</p> <p>* Statutory Health and Safety notices are prominently displayed in all premises</p> <p>* The organisation maintains a Health and Safety notice board in a prominent location</p> <p>* Health and Safety is on the agenda of regular staff and volunteer meetings</p> <p>* The organisation and staff jointly appoint a Health and Safety representative who is given additional training, sufficient time to complete consultation exercises and regular access to senior managers</p> <p>* Supervisors and managers are trained in identifying failings of Health and Safety policy</p> <p>* Additional training is provided when failings in Health and Safety are identified</p> <p>* Action is taken against staff and volunteers who wilfully disregard Health and Safety rules</p> <p>* Staff and volunteers are aware of the procedures for reporting health and safety concerns and how these will be dealt with</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Vehicle Fires	
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<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers are aware that the organisation operates a no smoking policy in all vehicles</li> <li>* Drivers do not carry unnecessary flammable materials in vehicles including fuel and oil, gas containers</li> <li>* Drivers ensure that on vehicles carrying passengers who require oxygen, the containers are securely attached to the vehicle structure. A green warning diamond is displayed at each entrance to the vehicle</li> <li>* Drivers have attended a CTA Health and Safety-Fire and Evacuation Procedures course</li> <li>* Drivers are aware that they are responsible for maintaining clear gangways in a bus or minibus to the two available exits</li> <li>* Drivers are aware that they are responsible for maintaining doors unlocked on a bus or minibus when passengers are being carried</li> <li>* All vehicles carry a fire extinguisher and drivers are aware of their responsibility to check that it is fully charged</li> <li>* All wheelchair accessible buses and minibuses carry two fire extinguishers and drivers are aware of their responsibility to check that they are fully charged</li> <li>* Vehicle fire extinguishers comply with the legal requirements regarding fire rating and contents</li> <li>* Halon fire extinguishers are not carried in vehicles</li> <li>* Powder fire extinguishers are not carried in passenger carrying vehicles</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	
<b>Health/Safety Hazard</b>	Vehicle breakdowns and road traffic collisions	

<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers are aware that they are responsible for managing the Health and Safety issues when a vehicle they are driving breaks down or is involved in a road traffic collision, including the wellbeing of all passengers, particularly those that are vulnerable</li> <li>* Drivers are aware that they must report all breakdowns or road traffic collisions to the depot as soon as possible</li> <li>* Drivers are aware of procedures for dealing with breakdowns or road traffic collisions</li> <li>* Drivers are aware that they should not attempt to change a wheel in the event of a puncture</li> <li>* Drivers ensure that information is carried relating to appropriate breakdown services</li> <li>* Drivers are aware of the specific hazards associated with vehicle breakdowns, particularly when on a motorway</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Health Screening	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers are fit and healthy enough to drive safely and do not put themselves or others at risk</li> <li>* Drivers meet the appropriate medical requirements</li> <li>* Drivers undertake regular medicals</li> <li>* Drivers taking medication that might impair their judgement do not drive</li> <li>* A basic screening of drivers health and medical condition has been carried out</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Long Working/Driving Periods	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Drivers will not be asked to drive excessive distances putting them at risk from fatigue</li> <li>* Long journeys are planned properly in order to avoid fatigue and a second driver is scheduled to share driving when appropriate</li> <li>* Staff and volunteers are not being asked to work exceptionally long hours</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Scheduling Breaks and Stress	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Schedules are realistic allowing for types of road, road conditions and to allow for breaks</li> <li>* Organisation policy does not put drivers under pressure</li> <li>* Drivers do not exceed speed limits or take unnecessary risks to complete their scheduled journey on time</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Ergonomics	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* Ergonomic factors are taken into consideration before buying or leasing vehicles</li> <li>* Drivers are provided with guidance on posture and where appropriate, how to set their seat correctly</li> <li>* All safety equipment is fitted and maintained correctly</li> <li>* Seat/safety belts and head restraints are fitted correctly and function properly</li> <li>* Drivers are given training on the correct positioning of head restraints</li> </ul>	

	* Drivers have been trained and given information that will help assess and reduce risks	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Personal Safety of Drivers	
<b>Risk Management</b>	<p>* Drivers plan their route so that they will not need to stop and ask for directions</p> <p>* Drivers carry additional equipment needed for their personal safety including maps, torch, personal alarm, loose change and/or phone card, breakdown information, mobile phone</p> <p>* Drivers who are expected to assist passengers boarding and alighting, especially including operation of a passenger lift are provided with high visibility clothing</p> <p>* Drivers ensure that doors are locked and windows closed when driving a vehicle on their own</p> <p>* Drivers are aware that they must not pick up hitch-hikers</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Moving and Handling	
<b>Risk Management</b>	* Drivers do not provide any moving and handling assistance	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Lifting and Handling	
<b>Risk Management</b>	<p>* Correct handling techniques are taught</p> <p>* Goods are adequately marked if heavy, sharp or dangerous</p>	

	<ul style="list-style-type: none"> <li>* Repetitive strain or lifting is adequately monitored</li> <li>* Working at heights has been adequately managed</li> <li>* Protective clothing is available and worn where needed</li> <li>* Lifting and handling equipment is certified and tested</li> <li>* Safe working loads are displayed and not exceeded</li> <li>* Full and appropriate training is provided for the operation of machinery</li> <li>* Equipment is maintained and a schedule/record kept</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Challenging Behaviour of Passengers	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>* The risk of passengers exhibiting challenging behaviour has been assessed to be very low</li> <li>* Drivers are aware that they must report any incident of challenging behaviour to their supervisor</li> <li>* Passengers exhibiting challenging behaviour are given special consideration with regard to advised seating position, type of vehicle used, and number of vehicle crew. Repeated incidents will be referred to professional support services</li> <li>* Drivers are aware that they must remove the ignition keys from the vehicle when they leave the driving seat</li> </ul>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Bodily Fluids	
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<b>Risk Management</b>	<p>* All vehicles carry spillage kits</p> <p>* Drivers are aware that all incidents of spillages of bodily fluids must be reported and the vehicle is subsequently thoroughly cleaned and, if appropriate, sterilised</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Passengers or crew requiring first aid	
<b>Risk Management</b>	<p>* All vehicles carry a first aid kit and drivers are aware of their responsibility to keep the kit fully stocked</p> <p>* Drivers and Passenger Assistants are aware that all incidents involving administering of first aid must be entered in the Accident Book and could require reporting under RIDDOR [Reporting of Injuries Diseases and Dangerous Occurrences Regulations]. Names and addresses of passengers must be obtained at the time of the incident</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	

<b>Health/Safety Hazard</b>	Hazardous Substances	
<b>Risk Management</b>	<p>* No hazardous substances are stored separately on site</p> <p>* Staff and volunteers are instructed in the correct methods for fuelling vehicles-gloves are provided</p> <p>* All on-site fuelling facilities are organised in accordance with appropriate regulations including fire-fighting equipment</p> <p>* All hazardous materials are stored in a locked cupboard and in the original containers</p> <p>* Any fuel, oil, or other fluid, leaks are treated with absorbent material and the cause investigated and corrected</p>	
<b>Residual risk - SEVERITY</b>	High	
<b>Residual risk - LIKELIHOOD</b>	High	