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| **Event**: |
| **Date:** |
| **Location:** |
| **Group:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

Risk Assessment Form

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| **Activity Possible risk** | | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Roadworthiness of vehicle | Those travelling | **Vintage double decker bus sourced from XXX**  **Vehicle 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 XXXmph** | Vehicle to be checked when it arrives and before departure | Coach Company  Group Leader |
| Other road users - vehicles | Risk of collision with vehicle while bus is in motion, with possible subsequent injury to passengers | Competent drivers.  **Seatbelts ??**  Passengers briefed to remain seated at all times | Employed Driver with correct license and insurance to be used | Coach Driver |
| Vehicle accident, breakdown or other major incident | Those travelling | Emergency and breakdown procedures detailed in driver's handbook in accordance with 'Best Practice' Passengers to be removed to a place of safety.  First aid training First aid kit supplied and First Aider present.  Hazard warning lights and warning triangle | First Aid Kit to be supplied and checked | Group leader |
| Passengers - personal safety at stops ( | Losing a person at the event | Driver briefs passengers on duration of stop and departure time  Head counts on arrival and prior to departure |  | Coach Driver |
| Bus access steps | Risk of falling while boarding or alighting the vehicle | **Driver safety briefing via**  Passengers to remain seated at all times  Well maintained vehicle floor surfaces  Handrails  In-vehicle lighting  Main access point used at all times - emergency exits only used in emergency  Those travelling will help those who have mobility issues |  | Group leader |
| Group Movement | Loosing party members | Group leader and supervisors must be familiar with the members of the group prior to the trip. Head counts must be performed regularly when the party is getting on or off the coach and on entrance and exit from buildings or areas of interest.  If needed, Groups can be divided into accountable groups, or to employ a buddy or chain system to alert absentees. | If adults are vulnerable or need support a buddy system can be adopted | Group Leader |
| Journey Stops | Loosing Party Members  Risk to Party Members | The coach should only stop at suitable service areas.  The driver is to brief the group on the facilities  at the stop location, given duration of stop and the latest time that the party must return to the coach. Advise appropriate movement around the location and specific hazards to be avoided. |  | Group Leader |
| Hazardous Areas | Hazards | Driver to brief group to take extra caution whilst in town centres or trafficked areas  If required, Group to be divided into accountable groups, or to employ a buddy or chain  system to alert any absentees. |  | Driver  Group Leader |
| Safety Awareness of Passengers | Passengers falling out of seats | Driver must provide briefings on basic safety provisions, welfare facilities and advise of the location of emergency exits and emergency equipment.  Driver must communicate effectively with the passengers throughout the trip to inform and provide awareness of hazards as they become apparent. |  | Driver  Group Leader |
| Falls and Collisions  (with furniture or other passengers inside the coach) | Passengers falling while on the bus  Items hitting passengers | Passengers should be discouraged from leaving their seats and moving about (unless necessary) whist the coach is in motion.  If the bus has seatbelts it would be mandatory for passengers to wear seat belts whilst on a moving vehicle. |  | Group Leader  Passengers |