






















<b>Risk assessment name</b>	Passenger Collection	<b>Assessment type</b>	 General
<b>Assessor name</b>	Office	<b>Affected site(s)</b>	Tetleys Motor Services Ltd (LS10 1NY)
<b>Assessment date</b>	23/09/23	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	22/09/24
<b>Approved date</b>		<b>Reference</b>	Tet1950377





<b>Workspace(s)</b>	<b>Description</b>
 Outside Area	Risks associated with passenger collection and drop off.


Overall risk rating : 12 ( **Medium** )

Hazard	Who could be harmed and how?	Existing controls
 <p>Access doors Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>How Many? Multiple</p> <p>How? Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.</p>	 <p><b>Access Doors</b> Most vehicle doors automatically recycle if anything gets caught and all vehicles have soft rubber edges.</p>
 <p>Passengers/Service Users In Vehicles Risk of injury to passengers/Service Users in vehicles</p>	<p>Service user, Student / pupil</p> <p>How Many? Multiple</p> <p>How? Passengers could be at risk of injury if stood or not wearing a seat belt.</p>	 <p><b>No Smoking In The Vehicle</b> No smoking area due to hazards and risks within. Enforced with signage, disciplinary procedures etc.</p>  <p><b>Passenger Safety</b> Passengers must remain seated at all times and wear a seatbelt, where provided. Standing on vehicles is prohibited, unless marked on the interior of the vehicle. Standing is permitted when using toilet facilities or when alighting. Distracting the driver by excessive noise or by passengers moving about is highly dangerous and is not permitted. Drivers need to concentrate on the road and not what is happening behind them.</p>  <p><b>Seat Belts Fitted &amp; Worn On Coach Journeys</b> Seat belts are fitted &amp; worn by all passengers on coach journeys enforced by Staff and/or the Driver</p>

Hazard	Who could be harmed and how?	Existing controls
 <p>People Movement (Risk of Trips &amp; Falls) Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<p>Service user, Student / pupil</p> <p>How Many? Multiple</p> <p>How? Moving vehicles, especially if they need to change direction or brake, can be dangerous if passengers are not sat down. Wet weather can make surfaces and step edges slippery.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Aisles &amp; Gangways Kept Clear</b></p> <p>All aisles and gangways must be kept clear as they are classed as emergency escape routes</p> </div> <div style="width: 45%;">  <p><b>Seat Belts</b></p> <p>Seat belts (where fitted) must be worn at all times.</p> </div> </div> <div style="margin-top: 20px;">  <p><b>Slips &amp; Trips</b></p> <p>Risk of slipping on floor or step edges especially when wet.</p> </div>
 <p>School Children &amp; Students Risks associated with young children</p>	<p>Student / pupil</p> <p>How Many? Multiple</p> <p>How? Children and students are at risk without adult supervision.</p>	<div style="margin-bottom: 20px;">  <p><b>Passengers board/alight in safe areas</b></p> <p>Wherever possible passengers, especially children, board alight at the correct side of the road that they need to be. Where possible drivers should use official coach bays, drop off points and coach parks.</p> </div> <div style="margin-bottom: 20px;">  <p><b>Seat Belts Fitted &amp; Worn On Coach Journeys</b></p> <p>Seat belts are fitted &amp; worn by all passengers on coach journeys enforced by Staff.</p> </div> <div>  <p><b>Supervision</b></p> <p>For school and private hires for children it is the hirers responsibility to ensure that there are adequate adult supervisors. Supervisors should be positioned at various positions in the vehicle to be able to see all the passengers, ideally at the rear and middle of the vehicle as a minimum.</p> </div>

Hazard	Who could be harmed and how?	Existing controls
 <p>Vehicle Loading/Unloading Risk of injuries whilst undertaking loading/unloading activities.</p>	<p>Service user, Student / pupil</p> <p>How Many? Multiple</p> <p>How? Dropping off/picking up in areas busy with traffic or without suitable pavements and infrastructure. Where practical drivers to try to pick up and drop off on the same side of the road as the establishment they are visiting or picking up from.</p>	 <p><b>All Employees Receive Induction Training</b></p> <p>All employees receive induction training upon commencement with the Company</p>  <p><b>Passengers board/alight in safe areas</b></p> <p>Wherever possible passengers, especially children, board alight at the correct side of the road that they need to be. Where possible drivers should use official coach bays, drop off points and coach parks.</p>

Hazard	Who could be harmed and how?	Existing controls
 <p>Vehicle Movement (Visibility Issues) Risk of injury/collisions etc. due to a poor view of the route/activity/working area etc.</p>	<p>Members of the public, Service user, Student / pupil</p> <p>How Many? Multiple</p> <p>How? Manouversing &amp; reversing vehicles present hazards to anyone in close vicinity.</p>	<div data-bbox="699 293 794 394">  <p><b>Driver awareness when manouversing &amp; reversing vehicles.</b></p> <p>Drivers to ensure that passengers and general public are well clear of maneuvering and reversing vehicles as they have restricted visibility and blind spots when using their mirrors.</p> </div> <div data-bbox="699 869 794 969">  <p><b>Only Competent/Licensed Drivers Drive The Vehicles</b></p> <p>Only licensed personnel with sufficient information, instruction &amp; training can drive the vehicles.</p> </div> <div data-bbox="699 1272 794 1373">  <p><b>Vehicle Fitted With Reversing Lights &amp; Cameras</b></p> <p>Vehicle fitted with reversing lights &amp; cameras to increase visibility and awareness of those in the vicinity of reversing vehicles</p> </div>

Hazard	Who could be harmed and how?	Existing controls
 <p>Vehicle Passenger Limits Vehicles are only insured to carry the number of passengers marked on the inside of the vehicle.</p>	<p>All staff, Service user, Student / pupil</p> <p>How Many? Multiple</p> <p>How? Overloaded vehicles are dangerous as they can affect the handling and safety of the vehicle. Vehicle insurance may be void if the vehicle is overloaded</p>	

### Further control measures

None required

Assessor's signature: Office

Approved by signature: