

# **BARNES**

**4.5**

## **ON THE ROAD RISK ASSESSMENTS**

**Initially conducted on 9 Jan 2014 and annually thereafter with the assistance of**

**Steve Farr, Trevor Summers and Matt Barnes**

**Last Reviewed 10 October 2023**

# BARNES

## RISK ASSESSMENT WORKSHEET

Department: On the Road Date: 10 October 2023

Review Date October 2024 Completed by: Simon Rogers Consultant assisted by Matt Barnes

Sheet number:	1	Area of Activity	Passenger Safety 1											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
<b>Injury or illness</b> arising to Passengers <b>as a</b> result of:		<ul style="list-style-type: none"> <li>• Regular Safety Inspections by engineer</li> <li>• Serviced in accordance with VOSA and manufacturers' guidance</li> </ul>	2	3	6	No significant risk with controls In place								
<b>VEHICLE FAULT</b> or <b>DEFECT</b> leading to a <b>collision</b> or similar emergency	Generally: All Passengers	<ul style="list-style-type: none"> <li>• MOT in accordance with legal requirements</li> <li>• Daily driver safety check</li> <li>• Speed Limiters fitted and maintained</li> <li>• Secondary Brake</li> <li>• <b>AUTOMATIC BRAKING ON</b> compressed air failure</li> <li>• <b>SEAT BELTS FITTED TO ALL</b> vehicles</li> </ul>												

**Probability Rating (P) with Guide**  
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**Severity Rating (S) with Guide**  
 1 = First Aid Injury  
 2 = Minor injury (say 3 days off work)  
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**Risk Rating (RR) = Probability x Severity**  
 1 - 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.  
 8 - 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.  
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Department: On the Road Date: 10 October 2023

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Sheet number:	2	Area of Activity	Passenger Safety 2											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
<b>VEHICLE FAULT &amp; DEFECT</b> continued		<i>In addition, the following are in place to reduce the consequences of such an incident:</i>	2	3	6	<i>No significant risk with controls</i>								
		<i>• First Aid Kits</i>				<i>In place</i>								
		<i>• Fire extinguishers</i>												
		<i>• Emergency exits for fire and other emergencies (maintained)</i>												
<b>VEHICLE BREAKDOWN</b> (in a location where there may be <b>enhanced risk of passenger injury</b> from other sources – e.g. a Motorway hard shoulder)	<i>All Passengers</i>	<i>• Drivers instructed to assist passengers to safety – see also below</i>	2	3	6	<i>No significant risk with controls</i>								
		<i>• All drivers have mobile phones enabling swift assistance</i>				<i>In place</i>								
		<i>• Appropriate support and assistance available from base</i>				<i>Rating has also taken into account a very good historical performance over many years</i>								

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Sheet number:	3	Area of Activity	Passenger Safety 3									
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			P	S	RR				P	S	RR	
<i>VEHICLE STORAGE</i> (e.g. heavy item	<i>Touring and</i> <i>Private Hire</i>	• <i>Storage lockers with doors</i> <i>(maintained)</i>	2	3	6	<i>No significant risk with controls in</i> <i>place</i>						
<i>falling off a shelf or</i> <i>from stowing</i>	<i>Passengers</i>	• <i>Shelves with lips</i>										
<i>luggage). (Applies</i> <i>to touring/private</i>		• <i>Drivers are instructed to</i> <i>assist with luggage</i> <i>stowing</i>										
<i>hire vehicles only)</i>		• <i>Drivers are also instructed</i> <i>to</i> <i>assess passengers' ability</i> <i>to</i> <i>lift luggage</i>										
<b>VEHICLE</b>	<i>All Passengers but</i>	• <i>Driver Experience</i>										
<b>ENVIRONMENT</b>	<i>it is recognised that</i>	• <i>Air Conditioning on all tour</i> <i>vehicles</i>	2	3	6		<i>No significant risk with controls in</i> <i>place</i>					
- <i>general feeling of</i> <i>being unwell</i>	<i>certain categories</i> <i>may be more</i> <i>susceptible e.g.:</i>	• <i>Regular stops</i>										
	- <i>Elderly</i>											
	- <i>Infirm/Disabled</i>											
	- <i>Long distance</i>											
<i>Continued over</i>	<i>passengers</i>											

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Sheet number:	4	Area of Activity	Passenger Safety 4										
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			P	S	RR				P	S	RR		
<b>VEHICLE</b>													
<b>ENVIRONMENT</b>													
<i>continued</i>	<i>Elderly</i>	<i>• Driver Experience – see</i>	<i>2</i>	<i>3</i>	<i>6</i>	<i>No significant risk with controls in</i>							
<b>- slip/trip/fall</b>	<i>Infirm/Disabled</i>	<i>also below</i>				<i>place</i>							
	<i>Long distance</i>	<i>• Vehicles maintained in good</i>											
	<i>passengers</i>	<i>condition internally as well</i>											
		<i>as mechanically</i>											
		<i>• New/modern fleet</i>											
		<i>• Kneeling vehicles</i>											
<b>- deep vein</b>	<i>Elderly</i>	<i>• Driver Experience and</i>	<i>2</i>	<i>3</i>	<i>6</i>	<i>No significant risk with controls in</i>							
<b>thrombosis</b>	<i>Infirm/Disabled</i>	<i>awareness</i>				<i>place</i>							
<b>(DVT)</b>	<i>Long distance</i>	<i>• Regular stops are a routine</i>											
	<i>passengers</i>	<i>Feature of longer tours/trips</i>											
		<i>(Max 2.5 hours)</i>											
		<i>• DVT advice issued</i>											

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Sheet number:	5	Area of Activity	Passenger Safety 5								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
<b>Injury or illness arising to Passengers as a result of</b>	<i>All Passengers</i>	<i>Generally:</i>									
		• Experienced Drivers									
		<i>(assessed by Manager)</i>									
<b>DRIVER ACTION or INTERFACE</b>		• Manager maintains awareness of driver performance	See following page for Risk Rating								
		• 3 monthly Licence Checks									
		• Long Standing employees - low turnover frequency									
<i>(developed over)</i>		• Specific Route Learning where appropriate (inc. map issue)									
		• Driving times limited to 2.5 hour stints & legal total max. (monitored and controlled)									
		• <b>ADDITIONAL DRIVERS</b> where appropriate									
		• <b>SPECIFIC INSTRUCTION FOR WET</b> or Icy conditions									

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## RISK ASSESSMENT WORKSHEET

Department: On the Road Date: 10 October 2023

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Sheet number:	6	Area of Activity	Passenger Safety 6									
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls			
			P	S	RR				P	S	RR	
<b>Injury or illness to Passengers as a result of</b>	<i>All Passengers</i>	<i>As above and as explained under Vehicle Environment</i>	2	3	6	<i>No significant risk with controls in place</i>						
<b>DRIVER ACTION or INTERFACE</b>												
<i>continued</i>												
<i>- whilst vehicle in MOTION</i>												
<i>- whilst passengers</i>	<i>All Passengers, particularly Elderly,</i>	<i>As above and as explained under Vehicle Breakdown,</i>										
<b>ALIGHTING /ENTERING</b>	<i>Infirm and Disabled</i>	<i>Also</i>										
<i>vehicle</i>		<i>• Some vehicles have mechanical assistance</i>	2	3	6	<i>No significant risk with controls in place</i>						
		<i>• No additional steps supplied or In use</i>										
		<i>• Driver assistance/experience</i>										

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Sheet number:	7	Area of Activity	Passengers Safety 7											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
<b>Injury or illness to Passengers as a result of DRIVER ACTION or INTERFACE</b>	<i>All Passengers, particularly Elderly/Infirm</i>	<i>As above and as explained under Vehicle Storage</i>	-	-	-	<i>Acceptable risk</i>								
<b>or INTERFACE continued</b>		<i>Also</i>												
<b>- whilst HANDLING LUGGAGE</b>		<i>• Luggage Good Practice Guide</i>												
<b>- following a BREAKDOWN</b>	<i>All Passengers</i>	<i>As above and as explained under Vehicle Breakdown</i>	2	3	6	<i>No significant risk with controls in place</i>								
		<i>Also</i>												
		<i>• Mobile Phone issue along with instructions to contact base</i>												
<b>- consequent upon an ACCIDENT (whether own fault or otherwise)</b>	<i>All Passengers</i>	<b>AS ABOVE AND AS EXPLAINED UNDER</b> <b>• VEHICLE FAULT ETC.</b>	2	3	6	<i>No significant risk with controls in place</i>								

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Sheet number:	8	Area of Activity	Passenger Safety 8										
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls				
			P	S	RR				P	S	RR		
<i>Enhanced risk of Injury or illness because of the particular nature of a passenger or group of passengers e.g.</i>													
<b>- SCHOOL CHILDREN</b>	School Children Passengers	<ul style="list-style-type: none"> <li>• Experienced Drivers (inc. CRB check)</li> <li>• Specific instructions/training</li> <li>• Escorts provided for</li> <li>• Adult supervision on school trips</li> <li>• General Awareness (including teachers, supervisors and parents)</li> <li>• Council Good Practice Guides – Driver -Pupils</li> <li>• Good Practice Guides</li> <li>• Incident Report procedure</li> <li>• Seat belt signage</li> </ul>	2	3	6	No significant risk with controls in place							

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Sheet number:	9	Area of Activity	Passenger Safety 9											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
- <b>Enhanced risk of Injury or illness</b> because of the particular <b>nature of a passenger</b> or group of passengers continued														
- <b>ELDERLY, INFIRM &amp; DISABLED</b>	Elderly, Infirm and Disabled Passengers	As explained earlier												
- <b>PLEASURE TRIPPERS</b> including <b>FOOTBALL SUPPORTERS, PUB TRIPS etc.</b>	Day Tripper Passengers	As already stated												
- <b>LONG TOUR</b> passengers	All Long Tour Passengers	<b>See controls under vehicle Environment sheet</b>												

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Sheet number:	10	Area of Activity	Passenger Safety 10										
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls				
			P	S	RR				P	S	RR		
<b>Injury or illness arising to Passengers as a result of IMPROPERLY PLANNED JOURNEY</b>	<i>All Passengers</i>	<ul style="list-style-type: none"> <li>• Thorough journey planning is fundamental to the Company's operations, with proper support and information given to drivers</li> </ul>	No significant risk assessed										
<b>Injury or illness arising to Passengers as a result of INCLEMENT WEATHER</b>	<i>All Passengers</i>	<ul style="list-style-type: none"> <li>• Excellent, recorded vehicle servicing standards as detailed earlier</li> <li>• Experienced drivers</li> <li>• Appropriate equipment and support provided (e.g. snow chains)</li> <li>• Conditions assessment enables contingency measures to be put in place including re-scheduling etc. where appropriate</li> </ul>	No significant risk assessed										

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Sheet number:	11	Area of Activity	Passenger Safety 11											
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			P	S	RR				P	S	RR			
<i>Injury or illness arising to Passengers from Fire</i>	<i>All Passengers</i>	<ul style="list-style-type: none"> <li>• Smoking prohibition</li> <li>• Flame retardant upholstery</li> <li>• Excellent maintenance standards (as detailed)</li> <li>• Driver experience/awareness</li> <li>• Regular tidy up after/during trips</li> <li>• Fire exit doors - provided and maintained</li> <li>• Aisles kept clear</li> </ul>	-	-	-	<i>Acceptable risk</i>								

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