

RISK ASSESSMENT

Company Accessible Passenger Transport Services Ltd (APTSL)

Company Address P.O. Box 190, Manchester, M12 4XZ
Tel: 0161 273 3000, -Fax: 0161 272 8500,
-Email: info@aptsl.co.uk

Project RA 2010 APTSL

Project Address New Bank Street Compound

| Assessment Date | Review Date | Name of Assessor[s] | Unique Reference |
|-----------------|-------------|---------------------|------------------|
| 05/01/2013 | 03/1/2014 | David Sweeney | RISK1_1_1_2013 |

Trade/Role/Profession **PCV Bus Driver [Large bus]**

Activity Transport of Passengers by Large Bus

Persons at Risk Driver
General Public
Passengers
Young Passengers
Elderly Passengers
School Children Passengers with Special Needs
Older Passengers
Other Road Users

Health/Safety Hazard **High Level Commitment**

Risk Management * 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

Residual risk -SEVERITY **High**

Residual risk -LIKELIHOOD **High**

Health/Safety Hazard

Vehicle movements in Depot

Risk Management

- * 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
- * Staff and visitors are made aware of specific hazards with notices and training
- * Vehicles are parked by reversing-in / driving-out technique. New drivers are supervised to ensure that they are proficient in this skill
- * All vehicles are fitted with audible warning devices automatically used when reversing

Residual risk -SEVERITY

High

Residual risk -LIKELIHOOD

High

Health/Safety Hazard

Cleaning Vehicles

Risk Management

- * Training on the use of pressure washers is provided to all operators
- * Children under 16 are not allowed to use pressure washers
- * Gloves are provided for handling cleaning fluids
- * All hazardous materials are stored in a locked cupboard and in the original containers
- * Storage cupboards are clearly marked as containing hazardous substances
- * Areas used for cleaning are clearly marked and signs are provided to inform visitors
- * Steps are provided for staff to reach higher parts of the vehicles
- * Reverse current circuit breakers are used on pressure washers and any other items of electrical equipment that may be affected by damp conditions
- * Cleaning is minimised in winter when the residue water may cause ice patches
- * Water from the cleaning area is controlled to stop hazardous liquids [oils, etc.] entering streams and rivers
- * Protective gloves are worn when cleaning vehicles, particularly when sweeping inside the vehicle

- * Waterproof clothing is provided for staff involved in cleaning vehicles
- * Vehicles are only cleaned in designated areas
- * Designated cleaning areas are adequately illuminated
- * Vehicles cleaned on the inside are allowed to dry out thoroughly before being used by passengers

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard **Speed**

Risk Management

- * Drivers keep within the statutory speed limits
- * Vehicles are driven at speeds appropriate to the road and weather conditions
- * Vehicles are driven at speeds that avoid discomfort to passengers
- * Tachographs are examined to identify speed violations
- * Schedules are planned to avoid any requirement to drive beyond speed limits or appropriate speeds for conditions.
- * Drivers are responsible for the payment of all fines
- * Drivers with two speeding offences are given formal warnings
- * Vehicles are fitted with speed limiters

Residual risk -SEVERITY **High**

Residual risk -LIKELIHOOD **High**

Health/Safety Hazard **Weather Conditions**

Risk Management

- * Drivers plan and review routes and timings if weather conditions are adverse
- * Vehicles are equipped to deal with poor weather conditions [Electronic Traction Control, Antilock Breaking System etc.]
- * Drivers ensure that fuel tanks are kept at least three-quarters full in bad weather conditions by additional fuelling

* 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

* Consideration is given to carrying hot drinks in flasks and emergency food

* Drivers give an estimated time of arrival at their proposed destination

* Drivers are aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help.

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard Winter Driving

Risk Management

* 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.

* Consideration is given to carrying hot drinks in flasks and emergency food

* Drivers ensure that heating and ventilating systems are working correctly before leaving the depot.

* Drivers are aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help.

* Tyres, lights and windscreen wipers are checked

* 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

* Drivers are instructed to use vehicle headlights in times of reduced visibility

* Drivers are instructed that vehicle fog lights must not be used unless visibility is less than 100metres

Residual risk -SEVERITY **High**

Residual risk -LIKELIHOOD **High**

Health/Safety Hazard

Driving in Hot Weather

Risk Management

- * Ensure window blinds are in place if necessary
- * Ensure a plentiful supply of water
- * Have plenty of stops
- * Drivers are aware of vulnerability of passengers in hot conditions
- * Before commencing a journey the driver checks the coolant level in the vehicle
- * Drivers are aware that hot weather may affect the road surface thus making steering and braking more difficult

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard

Vehicle Engine and Moving Parts

Risk Management

- * Do not check the engine and levels while the engine is running
- * Do not open the radiator cap if the engine is very hot
- * Always apply the hand brake when checking the vehicle
- * Ensure the bonnet is secure before checking the engine and is re-secured before moving off

Residual risk -SEVERITY

High

Residual risk -LIKELIHOOD

High

Health/Safety Hazard

Eyesight

Risk Management

- * Drivers wearing glasses should make sure that their lenses are clean before starting the journey.
- * Drivers are aware that they should not wear sunglasses or polarising lenses in low visibility or at night.
- * Drivers are aware that an anti-reflection coating will reduce headlight reflections and gives clearer vision in poor light conditions.
- * 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.

* Drivers make sure that headlights are clean, [fully functioning] at full strength and adjusted so they don't cause glare to other road users.

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard **Night time driving**

Risk Management

* Drivers wearing should make sure that their lenses are clean before starting the journey

* Drivers are aware that they should not wear sunglasses or polarising lenses in low visibility or at night.

* Drivers are aware that an anti-reflection coating will reduce headlight reflections and gives clearer vision in poor light conditions.

* 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.

* Drivers make sure that headlights are clean, [fully functioning] at full strength and adjusted so they don't cause glare to other road users.

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard **Traffic Conditions**

Risk Management

* 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

* Plans take into account the time that vulnerable passengers will have to remain seated in the vehicle

* 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.

* Drivers carry appropriate maps to plan alternative routes when roads are closed

- * Drivers are aware that the increased frustration of other drivers and themselves is a contributory factor to road traffic incidents
- * 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
- * Routes are planned to avoid areas where traffic density causes severe delays
- * Schedules are prepared to minimise driving in peak traffic whenever possible.
- * 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

Residual risk -SEVERITY **High**

Residual risk -LIKELIHOOD **High**

Health/Safety Hazard

Driver Fatigue

Risk Management

- * Drivers take a break of at least 15 minutes after two hours continuous driving, in accordance with the recommendation in MiDAS
- * Schedules are prepared to allow for drivers' breaks
- * For very long journeys two drivers are allocated to share the driving role or an overnight stay is included in the planned schedule
- * Drivers take appropriate rest before undertaking any journeys
- * Drivers are aware that driving at times when they would normally be asleep is a contributory factor to road traffic collisions
- * 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
- * Drivers have attended a training course outlining the dangers of driver fatigue

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard

Mobile Phones

Risk Management

- * Drivers are aware that the organisation has a 'no mobile when mobile' policy
- * 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
- * Drivers are aware that the use of hands free kits should be kept to a minimum, and used for short essential messages only

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard

Alcohol, Drugs and Prescribed Medicine

Risk Management

- * Drivers are aware that they should not drive if they feel unwell
- * Drivers check that the label on any medicines they take has no warnings about not driving either on the label or the enclosed leaflet.
- * Drivers inform their supervisor if they are taking any medicines that may affect their ability to drive
- * Drivers check that advice is taken from a pharmacist or doctor concerning generic medicines and any possible effect on their ability to drive
- * Drivers are aware of the stated dose on all medicines and do not exceed this
- * 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
- * Drivers are aware that the organisation has a no alcohol within 24 hours of driving policy
- * Driver are aware of the residual effect of any alcohol that is consumed prior to driving could lead to them having impaired reaction times
- * The organisation has a policy of dismissing drivers who are convicted of drinking and driving

* Any driver reporting for duty who appears to supervisors to have been drinking will be suspended, pending further investigation

* The organisation has a policy of dismissing drivers who are convicted of possession or supply of illegal drugs

* Any driver reporting for duty who appears to supervisors to be under the influence of illegal drugs will be suspended, pending further investigation

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard

Smoking and Eating Whilst Driving

Risk Management

* Drivers are aware that the organisation operates a no smoking policy in all vehicles

* Drivers are aware that they must maintain full control of the vehicle at all time and they must not eat or drink when driving

* Staff and volunteers are aware that the organisation operates a no smoking policy on all vehicles and in all premises

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard

Legal Compliance

Risk Management

* Drivers hold the appropriate driving entitlement for the type of vehicle

* Recruitment procedures involve appropriate pre-appointment checks to confirm the identity of drivers for comparison with licences held

* The validity of driving licences are checked on recruitment and periodically thereafter

* All driving licences are photocopied annually

* 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

* Drivers are aware that penalty points on licences must be reported to supervisors

- * Drivers have been made aware of the organisation policy on work related road safety and trained as required
- * Tachograph disks are regularly checked to ensure drivers comply with statutory and the organisation's requirements
- * Where drivers are using their own vehicle on behalf of the organisation a copy is taken of the MOT [where appropriate] and Insurance certificates
- * Voluntary car scheme drivers supply a copy of their MOT [where appropriate] and Insurance certificates before carrying passengers
- * 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
- * Drivers are liable for all prosecutions and fines related to untaxed and uninsured vehicles
- * The organisation has a policy of not allowing any drivers with points on their licences

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard or harnesses

Passengers not wearing seat/safety belt

Risk Management

- * All vehicles operated by the organisation are provided with seat/safety belt or harnesses for each passenger, including passengers travelling in wheelchairs
- * The organisation has a policy of insisting that seat/safety belt or harnesses are worn by all passengers
- * Drivers are expected to remind passengers to wear seat/safety belt or harnesses
- * Drivers are expected to report passengers refusing to wear seat/safety belt or harnesses to supervisors for consideration of further action being taken
- * The organisation will refuse to carry passengers who wilfully refuse to wear seat/safety belt or harnesses.

* Drivers are encouraged to offer assistance to passengers having difficulty fastening seatbelts

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard

Vehicle Condition and Suitability

Risk Management

- * All new vehicles will comply with DPTAC requirements
- * All new vehicles are chosen to provide safety and comfort to vehicle crew and passengers
- * All new vehicles are chosen to be appropriate for the intended use, including accessibility requirements
- * Vehicles are allocated to scheduled work in order to meet the passenger needs and their accessibility requirements
- * All vehicles operated by the organisation are fully insured and have a current MOT
- * Procedures are in place to ensure that MOT expiry dates are known and action is taken to avoid operating a vehicle without an MOT
- * 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
- * All buses and minibuses operated by the organisation have a safety inspection every six weeks
- * Vehicles operated by the organisation and not classified as buses or minibuses are maintained in accordance with the manufacturer's recommendations.
- * Records are maintained of any work completed on vehicles operated by the organisation.
- * Drivers are aware of and have been trained in the use of all the vehicles' safety features
- * The driver undertakes pre-shift 'walk round' checks including lighting on steps, ramps and lifts
- * After completing a 'walk round' check drivers complete a report on the condition of the vehicle, including a 'nil defect' report.

* 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

* 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

* 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.

* Drivers are aware that loose mats must not be used in buses or minibuses

* Vehicles are cleaned internally and externally on a regular basis

Residual risk -SEVERITY

Medium

Residual risk –LIKELIHOOD

Medium

Health/Safety Hazard

Inexperience or lack of Training

Risk Management

* Drivers have undertaken induction training in all aspects of the organisation

* Drivers are monitored during their probationary period and assessed for additional training that may be required

* 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,

* 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.

* Drivers are trained on the organisation policy on breakdown procedures

* Drivers are trained on the organisation policy on driving and road safety

* Drivers are trained on the organisation policy on driver fatigue

- * Drivers are trained on the organisation policy on mobile phones
- * Drivers are trained on the organisation policy on alcohol
- * Drivers are trained on the organisation policy on dismissing drivers convicted of drinking and driving offences
- * Drivers are trained on the organisation policy on illegal drugs
- * Drivers are trained on the organisation policy on smoking
- * Drivers are trained on the organisation policy on wearing of seat/safety belts or harnesses
- * Schedules are adjusted to take into account training or inexperienced drivers

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard

Knowledge and Information

Risk Management

- * 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 * Statutory Health and Safety notices are prominently displayed in all premises
- * The organisation maintains a Health and Safety notice board in a prominent location
- * Health and Safety is on the agenda of regular staff and volunteer meetings
- * 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

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard

Vehicle Fires

Risk Management

- * Supervisors and managers are trained in identifying failings of Health and Safety policy

- * Additional training is provided when failings in Health and Safety are identified
- * Action is taken against staff and volunteers who wilfully disregard Health and Safety rules
- * Staff and volunteers are aware of the procedures for reporting health and safety concerns and how these will be dealt with
- * Drivers are aware that the organisation operates a no smoking policy in all vehicles * Drivers do not carry unnecessary flammable materials in vehicles including fuel and oil, gas containers
- * 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
- * Drivers are aware that they are responsible for maintaining clear gangways in a bus or minibus to the two available exits
- * Drivers are aware that they are responsible for maintaining doors unlocked on a bus or minibus when passengers are being carried
- * All vehicles carry a fire extinguisher and drivers are aware of their responsibility to check that it is fully charged
- * All wheelchair accessible buses and minibuses carry two fire extinguishers and drivers are aware of their responsibility to check that they are fully charged
- * Vehicle fire extinguishers comply with the legal requirements regarding fire rating and contents
- * Halon fire extinguishers are not carried in vehicles
- * Powder fire extinguishers are not carried in passenger carrying vehicles

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard collisions

Risk Management

Vehicle breakdowns and road traffic

- * 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

* Drivers are aware that they must report all breakdowns or road traffic collisions to the depot as soon as possible

* Drivers are aware of procedures for dealing with breakdowns or road traffic collisions

* Drivers are aware that they should not attempt to change a wheel in the event of a puncture

* Drivers ensure that information is carried relating to appropriate breakdown services

* Drivers are aware of the specific hazards associated with vehicle breakdowns, particularly when on a motorway

Residual risk –SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard

Long Working/Driving Periods

Risk Management

* Drivers will not be asked to drive excessive distances putting them at risk from fatigue

* Long journeys are planned properly in order to avoid fatigue and a second driver is scheduled to share driving when appropriate

* Staff and volunteers are not being asked to work exceptionally long hours

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard

Personal Safety of Drivers

Risk Management

Risk Management

* Schedules are realistic allowing for types of road, road conditions and to allow for breaks

* Organisation policy does not put drivers under pressure

* Drivers do not exceed speed limits or take unnecessary risks to complete their scheduled journey on time

* Drivers plan their route so that they will not need to stop and ask for directions

* Drivers carry additional equipment needed for their personal safety including maps, torch, personal alarm, loose change and/or phone card, breakdown information, mobile phone

* Drivers who are expected to assist passengers boarding and alighting, especially including operation of a passenger lift are provided with high visibility clothing

* Drivers ensure that doors are locked and windows closed when driving a vehicle on their own

* Drivers are aware that they must not pick up hitch-hikers

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard **Challenging Behaviour of Passengers**

Risk Management * The risk of passengers exhibiting challenging behaviour has been assessed to be very low

* Drivers are aware that they must report any incident of challenging behaviour to their supervisor

* 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

* Drivers are aware that they must remove the ignition keys from the vehicle when they leave the driving seat

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard **Bodily Fluids**

Risk Management * All vehicles carry spillage kits

* 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

Residual risk -SEVERITY **Medium**

Residual risk -LIKELIHOOD **Medium**

Health/Safety Hazard

Passengers or crew requiring first aid

Risk Management

- * All vehicles carry a first aid kit and drivers are aware of their responsibility to keep the kit fully stocked
- * 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

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium

Health/Safety Hazard

Hazardous Substances

Risk Management

- * No hazardous substances are stored separately on site
- * Staff and volunteers are instructed in the correct methods for fuelling vehicles-gloves are provided
- * All on-site fuelling facilities are organised in accordance with appropriate regulations including fire-fighting equipment
- * Details of any hazardous materials stored on site are known to all staff and volunteers and COSHH Data sheets are available to all staff
- * All hazardous materials are stored in a locked cupboard and in the original containers
- * Any fuel, oil, or other fluid, leaks are treated with absorbent material and the cause investigated and corrected

Residual risk -SEVERITY

Medium

Residual risk -LIKELIHOOD

Medium