

BARNES

4.5

ON THE ROAD RISK ASSESSMENTS

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

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Last Reviewed 8th October 2024

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
Injury or illness		• Regular Safety	2	3	6	No significant risk with controls					
arising to		Inspections by engineer				In place					
Passengers as a		• Serviced in accordance with									
result of:		VOSA and manufacturers'									
VEHICLE FAULT or	Generally:	guidance									
DEFECT leading to	All Passengers	• MOT in accordance with legal									
a collision or		requirements									
similar emergency		• Daily driver safety									
		check									
		• Speed Limiters fitted and									
		maintained									
		• Secondary Brake									
		• AUTOMATIC BRAKING ON									
		compressed air failure									
		• SEAT BELTS FITTED TO ALL									
		vehicles									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
 2 = Remote (< annually)
 3 = Possible (annually)
 4 = Probable (monthly)
 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
 2 = Minor injury (say 3 days off work)
 3 = Major injury
 4 = Permanent incapacity or death

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.
 12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
 20 Unacceptable risk. Termination of activity is recommended pending full review.

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
VEHICLE FAULT		<i>In addition, the following are in</i>	2	3	6	<i>No significant risk with controls</i>					
&DEFECT continued		<i>place to reduce the</i>				<i>In place</i>					
		<i>consequences of such an</i>									
		<i>incident:</i>									
		• <i>First Aid Kits</i>									
		• <i>Fire extinguishers</i>									
		• <i>Emergency exits for fire and</i>									
		<i>other emergencies</i>									
		<i>(maintained)</i>									
VEHICLE	<i>All Passengers</i>	• <i>Drivers instructed to assist</i>	2	3	6	<i>No significant risk with controls</i>					
BREAKDOWN (in a		<i>passengers to safety – see</i>				<i>In place</i>					
location where there		<i>also below</i>									
may be enhanced		• <i>All drivers have mobile phones</i>				<i>Rating has also taken into account</i>					
risk of passenger		<i>enabling swift assistance</i>				<i>a very good historical performance</i>					
injury from other		• <i>Appropriate support and</i>				<i>over many years</i>					
sources		<i>assistance available from</i>									
– e.g. a Motorway		<i>base</i>									
hard shoulder)											

Sheet number:	3	Area of Activity	Passenger Safety 3								
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>VEHICLE STORAGE</i>	<i>Touring and</i>	• <i>Storage lockers with doors</i>	2	3	6	<i>No significant risk with controls in</i>					
<i>(e.g. heavy item</i>	<i>Private Hire</i>	<i>(maintained)</i>				<i>place</i>					
falling off a shelf or	<i>Passengers</i>	• <i>Shelves with lips</i>									
from stowing		• <i>Drivers are instructed to</i>									

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Severity Rating (S) with Guide

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Risk Rating (RR) = Probability x Severity

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8 - 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
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luggage). (Applies		assist with luggage									
to touring/private		stowing									
hire vehicles only)		• Drivers are also instructed to									
		assess passengers' ability to									
		lift luggage									
VEHICLE	All Passengers but	• Driver Experience									
ENVIRONMENT	it is recognised that	• Air Conditioning on all tour	2	3	6	No significant risk with controls in					
- general feeling of	certain categories	vehicles				place					
being unwell	may be more	• Regular stops									
	susceptible e.g.:										
	- Elderly										
	- Infirm/Disabled										
	- Long distance										
Continued over	passengers										

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

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	passengers	Feature of longer tours/trips									
		(Max 2.5 hours)									
		• DVT advice issued									

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
Injury or illness arising to Passengers as a result of	All Passengers	Generally:									
		• Experienced Drivers									
		(assessed by Manager)									
DRIVER ACTION or INTERFACE		• Manager maintains awareness of driver performance	See following page for Risk Rating								
		• 3 monthly Licence Checks									
		• Long Standing employees -									
(developed over)		low turnover frequency									
		• Specific Route Learning									
		where appropriate (inc. map issue)									
		• Driving times limited to 2.5									
		hour stints & legal total max.									
		(monitored and controlled)									
		• ADDITIONAL DRIVERS									
		where appropriate									
		• SPECIFIC INSTRUCTION FOR WET									
		or Icy conditions									

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Severity Rating (S) with Guide

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Risk Rating (RR) = Probability x Severity

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12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
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1 = First Aid Injury
2 = Minor injury (say 3 days off work)
3 = Major injury
4 = Permanent incapacity or death

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.
12 - 16	High risk. Implementation of additional practical remedial measures is urgent and essential.
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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
Injury or illness to	<i>All Passengers,</i>										
Passengers as a	<i>particularly</i>										
result	<i>Elderly/Infirm</i>										
of DRIVER ACTION		<i>As above and as explained</i>	-	-	-	<i>Acceptable risk</i>					
or INTERFACE		<i>under Vehicle Storage</i>									
continued		<i>Also</i>									
- whilst HANDLING		<i>• Luggage Good Practice Guide</i>									
LUGGAGE											
- following a	<i>All Passengers</i>	<i>As above and as explained</i>	2	3	6	<i>No significant risk with controls in</i>					
BREAKDOWN		<i>under Vehicle Breakdown</i>				<i>place</i>					
		<i>Also</i>									
		<i>• Mobile Phone issue along</i>									
		<i>with instructions to contact</i>									
		<i>base</i>									
- consequent upon	<i>All Passengers</i>	AS ABOVE AND AS EXPLAINED	2	3	6	<i>No significant risk with controls in</i>					
an ACCIDENT		UNDER				<i>place</i>					
(whether own		• VEHICLE FAULT ETC.									
fault or otherwise)											

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 4 = Probable (monthly)
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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.
 12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
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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
Enhanced risk of Injury or illness											
<i>because of the particular nature of a passenger or group of passengers e.g.</i>		Note: General Controls shown under Vehicles and Drivers are applicable also									
- SCHOOL CHILDREN	School Children	• Experienced Drivers (inc. CRB check)									
CHILDREN	Passengers	• Specific instructions/training	2	3	6	No significant risk with controls in place					
<i>as a consequence of their behaviour</i>		• Escorts provided for									
		• Adult supervision on school trips									
		• General Awareness (including teachers, supervisors and parents)									
		• Council Good Practice Guides – Driver -Pupils									
		• Good Practice Guides									
		• Incident Report procedure									
		• Seat belt signage									

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

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12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
20 Unacceptable risk. Termination of activity is recommended pending full review.

- Enhanced risk of Injury or illness											
because of the particular nature of a passenger or group of passengers continued											
- ELDERLY, INFIRM & DISABLED	Elderly, Infirm and Disabled Passengers	As explained earlier									
- PLEASURE TRIPPERS	Day Tripper Passengers	As already stated									
including											
- FOOTBALL SUPPORTERS,											
- PUB TRIPS etc.											
- LONG TOUR	All Long Tour Passengers	See controls under vehicle									
passengers	Passengers	Environment sheet									

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
Injury or illness arising to Passengers as a result of IMPROPERLY PLANNED JOURNEY	All Passengers	<ul style="list-style-type: none"> Thorough journey planning is fundamental to the Company's operations, with proper support and information given to drivers 									
			No significant								

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Probability Rating (P) with Guide		Severity Rating (S) with Guide		Risk Rating (RR) = Probability x Severity	
1	= Improbable (hardly if ever)	1	= First Aid Injury	1 - 6	Low, Acceptable risk. Any remedial measures helpful rather than essential.
2	= Remote (< annually)	2	= Minor injury (say 3 days off work)	8 - 10	Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
3	= Possible (annually)	3	= Major injury		
4	= Probable (monthly)	4	= Permanent incapacity or death	12 - 16	High risk. Implementation of additional practical remedial measures is urgent and essential.
5	= Likely (weekly)			20	Unacceptable risk. Termination of activity is recommended pending full review.

		• Aisles kept clear									

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