



Risk assessment

Company name: Allenby Coach Hire

Assessment carried out by: John Dewberry.

Date of next review: January 2027

Date assessment was carried out: January 2026

What are the hazards?	Who might be affected?	What actions are being taken to mitigate the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Risk
Roadworthiness of vehicle (Risk of vehicle failure)	Driver /Passenger	Vehicles 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 62.5mph (100km)	Drivers must hold a current PCV Licence and Drivers CPC card Allenby provides training and mentoring Driver assessment at time of employment	Driver	Low
Obstructions/Safety on Board	Driver/ Passenger	Driver to ensure passenger use seat belts and stow luggage safely	Monitor luggage racks and under seat for loose luggage or obstructions	Driver/ Passengers	Low
Other road users - vehicles (Risk of stationary coach being struck by another vehicle)	Driver/ Passenger	Driver pulls as far off road as possible Passengers alight to a safe place away from the vehicle Vehicle lights maintained in working order and hazard warning lights fitted in accordance with Legal requirements.	Coach parked in designated parking bays when left unattended Driver to follow accident protocol Use warning lights and triangle	Driver	Low

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Boarding & Alighting	Driver /Passenger	Driver to use driver's door (where possible) Driver to alight before passengers' board and disembark.	Driver to remain off the coach whilst passengers board/disembark. Driver to advise passengers (whilst outside the vehicle) as to where they should be seated (Not applicable to schools as they will have their own leads onboard)	Driver/Passengers	Low
Accidents	Driver /Passenger	Ensure passengers are moved to a safe place	Driver to follow accident protocol Use warning lights and triangle	Driver/Passengers	Low
Dealing with Luggage	Driver /Passenger	Driver to assist the loading/unloading of luggage.	Care to be taken handling heavy luggage, 20kg maximum for drivers to be lifting	Driver/Passengers	Low
Transporting a passenger that starts to become unwell	Driver /Passenger	Driver to stop as soon as safely possible Advise passenger to contact NHS 111/999	Driver to inform management immediately. Driver to use full PPE around passenger.	Driver/Passengers	Low
Contact with cleaning materials	Driver	Ensure safe use of cleaning products as per directions. Ensure safe disposal of PPE and cleaning products.	Ensure cleaning materials are replenished regularly	Driver	Low

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Passengers - personal safety at stops	Passenger	Driver briefs passengers on duration of stop and departure time in accordance with 'Best Practice' Head counts on arrival and prior to departure Driver to advise passengers as to any additional specific hazards at the stopping location if known.	If problems are encountered at a particular stop, driver to inform Company on return so that other drivers can be briefed. Instruct young persons to remain in groups of at least two at all times while away from the vehicle	Driver	Low
Impaired driver performance - fatigue	Driver/ Passenger	Daily rest periods and driving breaks Daily driving hours not exceeded Route planning in accordance with 'Best Practice' Two-driver operations where necessary	Monitoring of tachograph records	Driver	Low
Impaired driver performance - distraction	Driver/ Passenger	Pre-journey safety briefing in accordance with 'Best Practice' Driver prohibited from using handheld mobile telephone while vehicle is in motion Group organiser or other nominated person seated closest to driver	Supervision of passengers No smoking on the vehicles Drivers briefed not to use handheld microphone or speak directly to any person when the vehicle is in motion	Driver	Low