

GO GOODWINS COACHES LIMITED

RISK ASSESSMENT AND SAFETY MANAGEMENT PROCEDURES 2018

All Policies and procedures are re-assessment on a 3 year basis

EVERY MEMBER OF STAFF IS REQUIRED TO UNDERGO AN INDUCTION PROCESS WHICH INCLUDES AN EXPLANATION OF THEIR CONTRACT OF EMPLOYMENT, STAFF HANDBOOK AND THE COMPANY'S FIRST AID & SAFETY PROCEDURES, AND A CRB CHECK.

RISK ASSESSMENT

DRIVERS

All drivers are suitably trained and appropriately qualified. Each member of staff is required to take part in the induction process outlined above.

VEHICLES

All vehicles are maintained to current DVSA standards and are inspected on a 6 week cycle.

DAILY INSPECTION

All drivers are required to carry out a Daily Inspection of their vehicle prior to departing from the yard. Any defects found are reported to the transport manager immediately and logged on their defect report sheets. If any defects cannot be rectified immediately and are deemed to be of a "risk involvement" nature, the vehicle will be removed from service until repairs are completed.

SAFETY MANAGEMENT

The safety of all our passengers is of paramount importance but is particularly stringent with regard to the carrying of children and other specialist groups.

RISK MINIMISATION

1. To minimise the risk of injury whilst alighting from or entering vehicles, drivers will endeavour to park as close to the kerb as possible. Where this is not practical the driver + 1 (one) member of the group supervisors will stand at the Entrance/Exit door to assist in the boarding and alighting process.
2. Prior to the commencement of a journey the driver or courier will inform all passengers of the No Smoking/Alcohol regulations in relation to coach travel and the implications of ignoring these rules.
3. To minimise the risk when carrying school children or passenger groups with children, observation of the "School Trips" document to follow is required.

IN THE CASE OF AN INCIDENT

THE DRIVER WILL :-

1. Notify Go Goodwins Coaches Limited Head Office

Who will in turn co-ordinate

- Replacement Vehicle (if required)
- Contact School/Parents etc.

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2. Inform the coordinator/Teacher/Courier etc. of any changes to the intended schedule so that they can assess passenger needs.