

R I S K A S S E S S M E N T

Company Name	Go Goodwins Coaches Limited
Company Address	Lyntown Trading Estate, Old Wellington Road, Eccles, Manchester M30 9QG
Tel Number	0161 789 4545
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Assessment Date	1 st April 2019 – 1 st April 2012
Review Date	31 st October 2019

Health / Safety Hazard	High Level Commitment
Risk Management	<p>Go Goodwins Coaches Limited (the organisation) has a high level of commitment to Health and Safety and has a policy covering the responsibilities of managers, supervisors and staff.</p> <p>A Director of the organisation is specifically tasked with overseeing all aspects of Health and Safety</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	HIGH

Trade / Role / Profession	Administration
Activity	General Office Duties
Persons at Risk	Office Employees Visitors

Health / Safety Hazard	General Office Environment
Risk Management	<p>Lighting of workspaces is adequate and appropriate to the needs of staff;</p> <p>Display screen equipment is correctly positioned with antiglare screens and the operators seating is appropriate;</p> <p>Operators take regular breaks from work on display screen equipment and eye tests are available and actively encouraged;</p> <p>Statutory safety posters are displayed and staff are aware of safety issues and have their own copies of risk assessments;</p> <p>Office area is kept tidy and free from tripping hazards (wires carpets, etc);</p> <p>Office furniture and equipment is positioned to minimise risk of injury to staff and visitors;</p> <p>All items stored are on appropriate and secure shelving and are not in a position where they may fall and injure people;</p> <p>Staff have received training on manual handling;</p> <p>Steps and other appropriate devices are available and used to enable items stored above shoulder height to be deposited and retrieved;</p> <p>A qualified first aider is available;</p> <p>All staff are aware of the location of first aid kits;</p> <p>All staff are aware of the location of the accident book;</p> <p>Managers have ensured that the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 are met;</p> <p>Regular staff meetings are held where health and safety issues are discussed;</p> <p>Staff are aware of the correct procedures for reporting health and safety concerns.</p>

Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Trade / Role / Profession	PCV Coach / Mini Bus Driver
Activity	Transport of passengers by Coach / Mini Bus
Persons at Risk	Driver All Passengers (including School Children, Elderly, Young) Passengers with Special Needs Vehicle Mechanic Vehicle Maintenance Checker Vehicle Cleaners Other Road Users Pedestrians

Health / Safety Hazard	Legal Compliance
Risk Management	Drivers hold the appropriate driving entitlement for the type of vehicle they are to drive; 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; The validity of PCV driving entitlements is checked routinely and a photocopy of the driving licence is held on file, which is countersigned by a manager to ensure it was copied from an original document; Drivers are fully aware of the organisation policy on work related road safety and are trained as required; Tachograph discs are regularly checked to ensure drivers comply with statutory and the organisations' requirements;
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Health Screening
Risk Management	Drivers are fit and health enough to drive safely and do not put themselves or others at risk; Drivers meet the appropriate medical

	requirements; Drivers undertake regular medicals; Drivers taking medication that might impair their judgement do not drive.
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Knowledge and Information
Risk Management	<p>Details of the skill and knowledge requirements are specified in the job description/person specification and all new staff meet these requirements on appointment or are trained in any area where there is a skills or knowledge gap;</p> <p>Statutory Health and Safety notices are prominently displayed in all premises;</p> <p>The organisation maintains a Health and Safety notice board in a prominent location; Health and safety is on the agenda of regular staff meetings;</p> <p>The organisation and staff jointly appoint a Health and Safety representative who is given additional training and sufficient time to complete consultation exercises and regular access to senior managers;</p> <p>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;</p> <p>Action is taken against staff who wilfully disregard Health and Safety rules;</p> <p>Staff are aware of the procedures for reporting health and safety concerns and how these will be dealt with.</p>
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Inexperience or Lack of Training
Risk Management	<p>Drivers have undertaken induction training in all aspects of the organisation;</p> <p>Drivers are monitored during their probationary period and assessed for</p>

	<p>additional training that may be required; Prior to driving any vehicle; drivers undergo familiarisation training. This covers vehicle controls, fuel used, fuelling procedure, the maximum weight of the vehicle, the height, width and length of the vehicle, the maximum seating capacity and seat configurations, the correct use of safety features fitted to the vehicle, the correct use of the passenger lift or ramp; Drivers are trained to undertake a daily “walk- round” check of the vehicle they will be using; Drivers are trained on the organisation policy on breakdown procedures; Drivers are trained on the organisation policy on:- driving and road safety driver fatigue; mobile phones; alcohol/illegal drugs; dismissing drivers convicted of driving & driving/illegal drug & driving offences; smoking; the wearing of seat/safety belts or harnesses;</p>
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Hazardous Substances
Risk Management	<p>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; 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;</p>

	Hazardous substances e.g. spare fuel/oil are not carried on vehicles; Cleaning materials, such as bleach etc, are not carried on vehicles.
Residual Risk – SEVERITY	High
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Vehicle Condition and Suitability
Risk Management	<p>All new vehicles will comply with DPTAC requirements;</p> <p>Vehicles are allocated to scheduled work in order to meet the passenger needs and their accessibility requirements;</p> <p>All vehicles operated by the organisation are fully insured and hold a current valid MOT; Procedures are in place to ensure MOT expiry dates are known and no vehicle is operated without an MOT;</p> <p>All coaches / mini buses operated by the organisation have a safety inspection every six weeks;</p> <p>All coaches / mini buses have a full maintenance check every eight weeks; Records are maintained of any work completed on vehicles operated by the organisation;</p> <p>Drivers are aware of and have been trained in the use of all the vehicles' safety features;</p> <p>The driver undertakes daily walk-round vehicle checks, completing a report on the condition of the vehicle, a "nil defect" report is also recorded;</p> <p>The organisation has a defect reporting system, which allows drivers to report any defects and tracks the subsequent actions taken to make repairs. Signatures, names and dates are recorded against all actions or decisions;</p> <p>In respect of '<i>minor repairs</i>' drivers will be made aware of the defect previously reported on the vehicle they will be driving;</p> <p>Drivers check the number of seats fitted and the available space for wheelchair users that</p>

	<p>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 coaches or minibuses; Vehicles are cleaned internally and externally daily.</p>
Residual Risk – SEVERITY	High
Residual Risk - LIKELIHOOD	High

Health / Safety Hazard	Vehicle movements in depot
Risk Management	<p>A maximum speed limit of 5 mph within the depot, which is enforced by action being taken against staff who do not drive within this limit; Staff 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 they are proficient in this skill; Unsupervised reversing is not permitted and vehicles must only be reversed with the aid of a banks man (guide); All vehicles are fitted with audible warning devices, automatically used when reversing; Vehicle horn should be used in situations where visibility of pedestrians is reduced; Headlights are used when vehicles are manoeuvring; Hazard flashers are used when vehicles are manoeuvring; Unaccompanied children or other vulnerable people are not allowed within the depot; Drivers are instructed to sound the vehicle horn on entering and leaving the depot; The depot has appropriate lighting.</p>
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Passengers boarding/alighting a vehicle
Risk Management	<p>Drivers will ask adults to ensure that they board the coach first and place children in the seats closest to the front of the vehicle;</p>

	<p>Drivers will ask adults to ensure that all seat/safety belt or harnesses are fastened and remain fastened; Drivers will make passengers aware that they should not move out of their seat whilst the vehicle is in motion; Drivers will ensure that no child sits near an emergency exit, unless accompanied by an adult; Drivers will ensure that all passengers use the safety handrail when boarding and when alighting the vehicle, assisted by an adult if necessary; Drivers will endeavour to park a close to the kerb as possible.</p>
Residual Risk – SEVERITY	MEDIUM
Residual Risk - LIKELIHOOD	HIGH

Health / Safety Hazard	Passengers in Wheelchairs or ambulant passengers boarding/alighting using a passenger lift
Risk Management	<p>Vehicles are not fitted with passenger lifts; Drivers are provided with high visibility clothing; Drivers are aware of the organisations’ policy on not allowing powered wheelchairs to be boarded unless the power is switched off.</p>
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Low

Health / Safety Hazard	Passengers not wearing seat/safety belt or harnesses
Risk Management	<p>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</p>

	<p>refusing to wear seat/safety belt or harnesses to supervisors for consideration of further action being taken;</p> <p>The organisation will refuse to carry passengers who wilfully refuse to wear seat/safety belt or harnesses;</p> <p>Drivers are encouraged to offer assistance to passengers having difficulty fastening seatbelts.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Speed
Risk Management	<p>Drivers keep within the statutory speed limits;</p> <p>Vehicles are driven at speeds appropriate to the road and weather conditions;</p> <p>Vehicles are driven at speeds that avoid discomfort to passengers;</p> <p>All vehicles have speed limiters fitted; Tachographs are examined to identify speed violations;</p> <p>Schedules are planned to avoid any requirement to drive beyond speed limits or appropriate speeds for conditions;</p> <p>Drivers are responsible for the payment of all fines/ points received for speeding;</p> <p>Drivers with two speeding offences are given formal warnings;</p> <p>Drivers convicted of a speeding offence undergo further training.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Traffic Conditions
Risk Management	<p>Allowance is made in schedules for differing 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;</p> <p>Drivers are aware that they should park the</p>

	<p>vehicle in a safe location and notify the depot of severe delays so that people waiting for passengers can be informed;</p> <p>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 accidents; Drivers ensure that the fluid levels are checked daily (as part of their walk-round checks) to ensure that vehicles do not overheat or fail in other ways due to sustained engine running when stationary;</p> <p>Routes are planned to avoid areas where traffic density causes severe delays; Schedules are prepared to minimise driving in peak traffic whenever possible;</p> <p>Drivers record on their tachograph chart if traffic conditions have caused them to exceed the driver's hour's regulations. Notes of this are taken for future journey scheduling.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	HIGH

Health / Safety Hazard	Weather Conditions including Winter Driving
Risk Management	<p>Drivers plan and review routes and timings if weather conditions are adverse;</p> <p>Vehicles are equipped to deal with poor weather conditions;</p> <p>Drivers ensure that fuel tanks are kept at least three-quarters full in bad weather conditions by additional fuelling;</p> <p>Drivers ensure that equipment is carried in the vehicle to deal with poor weather conditions, including ice scrapers de-icing spray, snow shovel, torch etc;</p> <p>Consideration is given to carrying hot drinks in flasks and emergency food;</p> <p>Drivers give an estimated time of arrival at their proposed destination;</p> <p>Drivers are aware that they should stay with a vehicle in extreme weather conditions rather</p>

	<p>than attempting to walk to get help; Drivers are aware that, in hot weather, road surfaces can become soft or, if it rains after a dry spell, the surface may become slippery. These conditions could affect steering and/or braking; Drivers ensure that the windows are clear of frost and snow before leaving the depot or driving from the place where the vehicle has been stored; Drivers ensure that heating and ventilating systems are working correctly before leaving the depot; Drivers are aware of the vulnerability of passengers to hot or cold weather; Drivers use rear and front fog lights where visibility is less than 100 metres; Drivers are not put under pressure to complete journeys in poor weather conditions; Drivers have a set of instructions detailing the procedures for dealing with adverse weather conditions; Consideration is given to cancelling journeys in bad weather conditions; 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 aware that they should stay with a vehicle in extreme weather conditions rather than attempting to walk to get help.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	HIGH

Health / Safety Hazard	Driving in Hot Weather
Risk Management	<p>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; As part of the drivers daily walk-round checks,</p>

	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 Breakdowns and Road Traffic Accidents
Risk Management	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	HIGH
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; All laws governing the Working Time Directive and Drivers Legal Driving hours are strictly adhered to; Staff are not asked to work exceptionally long hours.

Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Driver Fatigue
Risk Management	<p>Drivers are advised not to drive for longer than two hours at a time;</p> <p>Schedules are prepared to allow for drivers' breaks;</p> <p>For very long journeys two drivers are allocated to share the driving role or an overnight stay is include in the planned schedule;</p> <p>Drivers take appropriate rest before undertaking any journeys;</p> <p>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 the situation arises, drivers are advised to stop in a safe location, drink strong caffeine rich drink or sugared food and take a short nap;</p> <p>All drivers have attended a defensive driving course outlining the dangers of driver fatigue.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	HIGH

Health / Safety Hazard	Scheduling Breaks and Stress
Risk Management	<p>Schedules are realistic allowing for types of road, road conditions and to allow for breaks; Organisation policy does not put drivers under pressure;</p> <p>Drivers do not exceed speed limits or take unnecessary risks to complete their scheduled journey on time;</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Personal Safety of Drivers
Risk Management	<p>Drivers plan their route so that they will not need to stop and ask for directions;</p> <p>Drivers carry additional equipment needed for their personal safety including maps, torch, personal alarm, loose change and/or phone card, breakdown information;</p>

	<p>Drivers who are expected to assist passengers boarding and alighting, especially including operation of a passenger lift, are provided with high visibility clothing;</p> <p>Drivers ensure that doors are locked and windows closed when driving a vehicle on their own;</p> <p>Drivers are aware that they MUST NOT pick up hitch hikers.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Challenging Behaviour of Passengers
Risk Management	<p>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 manager;</p> <p>Passengers exhibiting challenging behaviour are given special consideration with regard to advised seating position, type of vehicle used, and a number of vehicle crew. Repeated incidents will be referred to professional support services;</p> <p>Drivers are aware that they must remove the ignition keys from the vehicle when they leave the driving seat.</p>
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Mobile Phones
Risk Management	<p>Drivers are aware that the organisation has a no mobile phone policy;</p> <p>Drivers are aware that it is illegal to use a mobile phone whilst behind the wheel of a “running” vehicle;</p> <p>Drivers are aware that mobiles phones can only be used if the vehicle is safely parked with the engine turned off;</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Smoking and Eating whilst driving
Risk Management	Drivers are aware that it is illegal to smoke in a company vehicle or on company premises; Drivers are aware that they must maintain full control of the vehicle at all times and they must not eat or drink whilst driving;
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium
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 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.
Residual Risk – SEVERITY	MEDIUM
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Night Time Driving
Risk Management	Drivers are aware that they should not wear sunglasses, yellow tinted glasses, 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;
Residual Risk – SEVERITY	HIGH
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 the advice is taken from a pharmacist or doctor concerning generic

	<p>medicines and any possible effect on their ability to drive;</p> <p>Drivers are aware of the stated dose on any medicines they are taking and do not exceed this;</p> <p>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;</p> <p>Drivers are aware that the organisation has a no alcohol within 24 hours of driving policy; Drivers 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;</p> <p>Any driver reporting for duty who appears to managers to have been drinking will be suspended pending further investigation;</p> <p>The organisation has a policy of dismissing drivers who are convicted of possession or supply of illegal drugs;</p> <p>Any driver reporting for duty who appears to supervisors to be under the influence of illegal drugs will be suspended, pending further investigation.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Passengers or Drivers requiring first aid
Risk Management	<p>All vehicles carry a first aid kit and drivers are aware of their responsibility to keep the kit fully stocked;</p> <p>Drivers 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 Occurrence Regulations). Names and addresses of passengers must be obtained at the time of the incident.</p>
Residual Risk – SEVERITY	HIGH
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 sterilised (if appropriate).
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Cleaning Vehicles
Risk Management	Training on the use of pressure washers is provided to all operators, and must only be used by those trained to do so; Gloves are provided for handling cleaning fluids; All hazardous materials are stored in a locked cupboard and in their 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; 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, which 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	Vehicle Fires
Risk Management	<p>Drivers are aware that it is illegal to smoke on company vehicles;</p> <p>Drivers do not carry unnecessary flammable materials in vehicles;</p> <p>Drivers are aware that they are responsible for maintaining clear gangways on the vehicle to the available exits;</p> <p>Drivers are aware that they are responsible for maintaining doors unlocked on vehicle when passengers are being carried;</p> <p>All vehicles carry a fire extinguisher and drivers are aware of their responsibility to check that it is fully charged;</p> <p>Vehicle fire extinguishers comply with the legal requirements regarding fire rating and contents.</p>
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Ergonomics
Risk Management	Drivers are provided with guidance on posture and, where appropriate, how to set their seat correctly; All safety equipment is fitted and maintained correctly; Seat/safety belts and head restraints are fitted correctly and function properly; Drivers have been trained and given information that will help assess and reduce risks.
Residual Risk – SEVERITY	MEDIUM
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Moving and Handling
Risk Management	Drivers do not provide any moving and handling assistance.
Residual Risk – SEVERITY	Low
Residual Risk - LIKELIHOOD	Low

Health / Safety Hazard	Lifting
Risk Management	Correct lifting techniques are taught; Goods are adequately marked if heavy, sharp or dangerous; Repetitive strain or lifting is adequately monitored; Protective clothing is available and worn where needed; Safety working loads are displayed and not exceeded; Equipment is maintained and a schedule/record kept.
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Vehicle Engine and Moving Parts
Risk Management	Never check the engine and levels whilst the engine is running; Do not open the radiator cap if the engine is very hot;

	Always apply the handbrake when checking a vehicle; Ensure the bonnet is secure before checking the engine and is re-secured before moving off.
Residual Risk – SEVERITY	HIGH
Residual Risk - LIKELIHOOD	Medium

Health / Safety Hazard	Employee Stress
Risk Management	Policies are in place to minimise stress levels of all staff; Notices in the office and vehicles explain that insulting behaviour towards staff will not be tolerated; Regular surveys are completed to ascertain the views of staff and volunteers about the level and causes of unacceptable personal stress.
Residual Risk – SEVERITY	Medium
Residual Risk - LIKELIHOOD	Medium