



Risk assessment

Company name: Allenby Coach Hire

Assessment carried out by: John Dewberry.

Date of next review: January 2026

Date assessment was carried out: January 2025

What are the hazards?	Who might be harmed?	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?	When is the action needed by?	Low/Med/High
Driver Competence	Driver /Passenger	<ul style="list-style-type: none"> Licence checks completed every 6 months 	<ul style="list-style-type: none"> Drivers must hold a current PCV Licence and Drivers CPC card Allenby provides training and mentoring Driver assessment at time of employment 	Driver	Before Vehicle use	Low
Obstructions/ Safety on Board	Driver/ Passenger	<ul style="list-style-type: none"> Driver to ensure passenger use seat belts and stow luggage safely 	<ul style="list-style-type: none"> Monitor luggage racks and under seat for loose luggage or obstructions 	Drive/ Passengers	Before Vehicle use	Low

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Boarding & Alighting	Driver /Passenger	<ul style="list-style-type: none"> • Driver to use driver's door (where possible) • Driver to aloft before passengers' board and disembark. 	<ul style="list-style-type: none"> • 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	Before and after Vehicle use	Low
Accidents	Driver /Passenger	<ul style="list-style-type: none"> • Ensure passengers are moved to a safe place 	<ul style="list-style-type: none"> • Driver to follow accident protocol • Use warning lights and triangle 	Driver/Passengers	Immediately	Low
Dealing with Luggage	Driver /Passenger	<ul style="list-style-type: none"> • Driver to assist the loading/unloading of luggage. 	<ul style="list-style-type: none"> • Care to be taken handling heavy luggage, • 20kg maximum for drivers to be lighting 	Driver/Passengers	Immediately	Low

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Transporting a passenger that starts to become unwell	Driver /Passenger	<ul style="list-style-type: none"> • Driver to stop as soon as safely possible • Advise passenger to contact NHS 111/999 	<ul style="list-style-type: none"> • Driver to inform management immediately. • Driver to use full PPE around passenger. 	Driver/Passengers	Immediately	Low
Contact with cleaning materials	Driver	<ul style="list-style-type: none"> • Ensure safe use of cleaning products as per directions. • Ensure safe disposal of PPE and cleaning products. 	<ul style="list-style-type: none"> • Ensure cleaning materials are replenished regularly 	Driver	Before use	Low