

JONES *EXECUTIVE* COACHES LIMITED

The Coach Station, Sharp Street, Walkden, Worsley,
Manchester. M28 3LX

TEL 0161 790 9495
FAX 0161 790 9400

RISK ASSESSMENT AND SAFETY MANAGEMENT PROCEDURES (2020)

(All policies & procedures are re-assessed 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.

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 VOSA standards and are inspected on an 8-week cycle by our maintenance provider Roy Braidwood & Sons Transport Limited.

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 about 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 Jones Executive Coaches Limited/Chester's Coaches Limited Head Office
Who will in turn co-ordinate
 - Replacement vehicle (if required?)
 - Contact School/Parents etc.
2. Inform the Co-ordinator/Teacher/Courier etc. of any changes to the intended schedule so that they can assess passenger needs.

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PROCEDURES FOR SCHOOL TRIPS OR ANY JOURNEY INVOLVING CHILDREN

PRIOR TO THE COMMENCEMENT OF THE JOURNEY:

1. Drivers will inform Teachers/Group Leaders/Supervisors the location of the First Aid Kits and Fire Extinguishers.
2. Teachers/Group Leaders/Supervisors will be required to inform the driver of any passengers with Special Needs who may require extra attention either during the journey or in event of an emergency or any delays.
3. Teachers/Group Leaders/Supervisors will be required to sit in seats by the Emergency Exits on the vehicles for the following reasons.
 - a. To prevent passengers tampering with locks, handles etc.
 - b. To facilitate speedy evacuation from the vehicle in the case of an emergency.
 - c. To observe and control the groups behaviour.
4. The Teacher/Group Leader/Supervisor ratio to child will be no less than laid down by the relevant LEA.
5. It is a requirement that Seatbelts are always to be worn whilst the vehicles are in motion. The supervisory staff (e.g. Teachers etc.) will be expected to check that all members of the group are seated and seat-belted prior to the commencement of any journey.
6. All our drivers have access to mobile communications equipment for emergency use. This can also be used to inform schools or venues of any unforeseen delays during the journey.

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2020 – COVID-19 additional requirements

1. Drivers and Passengers are required to wear face coverings for the duration of the journey undertaken.
2. Drivers and Passengers are required to use the Hand sanitiser provided as they board the vehicle.
3. Passengers are required to socially distance and only sit in seats that are clearly signed – school and college services are exempt from this requirement.
4. Vehicles will be thoroughly deep cleaned each day and hard surfaces are disinfected after each journey.
5. Anyone reporting Covid-19 symptoms must immediately report this to group leader/organiser and then the company.
6. Group Leaders/organisers are required to collate contact details of all passengers – should the need to contact trace be required.

If anyone becomes unwell with the symptoms of coronavirus in a transport setting they should be sent home and advised to follow the [stay at home guidance](#). They should also [arrange to have a test to see if they have coronavirus](#).

If they need clinical advice, they should go online to [NHS 111](#) (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital.

If a passenger begins to develop symptoms, they should be encouraged to return home to self-isolate, maintaining [social distancing](#) and minimising contact with others