

RISK ASSESSMENT POLICY FOR THE SAFE CARRIAGE OF PASSENGERS

The Kings Ferry Ltd has been operating coach transport services for over 36 years. During this period, we have always taken passenger safety as our number one goal in all of our operations and decision-making.

Please find below our Risk Assessment Policy for your information. If you require further information, please do not hesitate to ask.

All aspects of driver operation and the preventative maintenance of vehicles are subject to continual risk assessment and continued improvement in line with health and safety requirements.

The likely hazards encountered in the transportation of passengers include:

- boarding and alighting
- the loading or unloading of luggage
- road traffic accidents
- passenger illness encountered en route.

All of these are subject to continual risk assessment, to ensure all risks are minimised wherever possible.

It should also be remembered that coaches often operate in a roadside environment, involving road traffic and the movement of pedestrians. Whilst The Kings Ferry Ltd lay down safe protocols for travelling in safety, they cannot be responsible for the behaviour of individuals or groups. Hirers should ensure that adequate supervision is provided where necessary.

It is the responsibility of all staff to identify areas where additional risk assessments need to be carried out, bringing these to the attention of the appropriate Health and Safety Officer.

All public service vehicles are designed and maintained to ensure ease of access and egress and are built to statutory regulations, ensuring the risk of incidents throughout the vehicle are minimised.

Thorough preventative maintenance ensures road traffic accidents are kept to a minimum, if not avoided completely.

All vehicles comply with the latest legislation requirements or relevant codes of practices where required.

Seat belts are provided and have been compliance certified.

First aid kits are carried on all vehicles and drivers trained in procedure to follow in case of passenger illness.

Drivers are continually assessed to ensure competency and defensive driving techniques. Routine licence checks ensure compliance with the requirements for the driving of PCV vehicles. Drivers have laid down procedures to follow in the event of an incident occurring, also having the additional facility of a duty manager who is available 24 hours a day seven days a week.

The Kings Ferry Ltd holds an international PCV operators license for 103 vehicles and has regular checks to ensure compliance with the requirements set out there in.

Work is also carried out for major coach and tour operators, who also carry out in depth audits regarding the safe provision of all of our travel facilities.

The Kings Ferry Ltd is also a member of the Guild of British Coach Operators, an association of coach operators with the skills and expertise to offer world class service with extensive experience

in providing travel facilities throughout the UK and mainland Europe.

The consumption of alcohol or drugs during, or in the period before, any journey, is strictly forbidden.

As the effects of alcohol consumption may significantly impair driving ability, no driver is permitted to commence driving until a reasonable period of time has elapsed after last consuming alcohol. Guidance suggests that this period should be a minimum of eight hours, however circumstances may mean a longer period must be allowed. No driver is permitted to commence driving for a minimum of eight hours after consuming alcohol.

All journeys are carefully planned before the trip. This includes identifying the route to be taken and if traffic jams can be foreseen, then identifying alternative route(s).

The planning also includes details of where breaks in the journey will occur and also identify appropriate rest periods for the driver (e.g. overnight stops) to prevent tiredness.

The Board of Directors will give full backing to this policy and will be actively involved in its implementation and operation. All personnel within the company are reminded that they must conform with the relevant sections of this policy in order that the overall objective of health and safety is achieved.

Please contact us should you require copies of our health and safety statement, licences or insurances.

DRAFT LETTER TEMPLATE FOR PARENTS

Please email sales@thekingsferry.co.uk if you would like an electronic version.

Insert school logo

Address details

Date

Dear Parent/Carer

We are organising a trip for Year [insert correct school Year] pupils on [insert trip date] to [insert trip destination].

The purpose of this letter is to provide full details of this forthcoming trip to you.

Trip destination

Date of trip

Departure time (*include departure point if not main school building)

Return time (*include arrival point if not main school building)

Cost of trip

Transportation arrangements

We will be using Kings Ferry coaches for transporting the pupils. The Kings Ferry has been established for over 40 years, is a member of the Guild of British Coach operators and is a winner of a number of industry awards. It will be providing CRB checked drivers and a full passenger risk assessment. It has a vast experience of working within the educational sector.

Supervision arrangements

Staff: pupil ratios

Special requirements

Equipment/clothing/packed lunch/money to buy food/souvenirs etc

Please complete the consent form below indicating if your child is able to take part in this trip. Please return the consent form along with your cheque for the amount indicated above made payable to [insert school name].

If you wish your child to participate in this trip please return the completed consent form by [insert deadline date].

Consent form section

Each school to insert their usual returnable consent form.

It is anticipated that the school consent form will require parents/carers to provide the following information:

Pupil's name

Class/form/tutor group

Any pupil relevant medical details, consent section for anesthetic etc

Parent/carer emergency contact numbers

Parent signature/date etc