

Risk Assessment for open and closed top vehicles

In the case of schools / children's parties please refer to the **blue areas** in addition to all points below



Reviewed: 2nd January 2105

Hazard	Risk	Risk level	Risk control / Action taken	Minimized Risk Level	Actioned by
Pre-journey inspection	Pre-start checks	3	The driver will ensure the bus is clean and safe to use, he will inspect the vehicle both inside and out. This consists of a walk round check as required by the Dft (Department of Transport) and will include a visual check of the buses interior, seating, aisles and escape routes. The driver will ensure all seats are free from wet or sticky surfaces and that no protrusions or sharp edges are exposed that could cause harm to passengers. If there is a problem with a seat it will be rectified or clearly marked as un-usable until such time as the problem is solved.	1	Driver
Whilst barding the bus	All passengers	3	Passengers must board calmly and without running. Care must be taken on the stairs and handrails used at all times. Passengers must beware of slip hazard in the case of rain during the trip. Use hand rails at all times.	1	Passengers
Whilst the bus is moving	All passengers	4	ALL passengers are to be sitting in seats whilst the bus is in motion. Passengers must not be allowed to move around the vehicle when it is in motion. The guide will announce this rule in the pre-trip safety talk. School trips / children's parties: Toilet stops will be arranged (if requested beforehand) at appropriate intervals. Children must remain seated until the bus has come to a COMPLETE stand still	1	Guide Guide and supervising adults/ teachers
Driver distraction by passengers	All passengers	3	Passengers must not distract the driver when the vehicle is in motion. Attract the attention of the guide in an emergency but remain seated. School trips / children's parties: The school will ensure sufficient staff will be available to supervise young people to ensure that these rules are complied with throughout the journey.	1	Driver / guide Guide and supervising adults/ teachers
Road incident or accident involving the bus (i.e collision with another vehicle)	All	4	If the incident is not serious: On normal roads we will keep passengers safe by remaining on the bus if it is safe to do so. If it is deemed not safe to remain on the bus we will move the passengers to a safe location protected from oncoming traffic. When moving passengers we will follow the highway code and use staff to supervise passengers to avoid danger. <i>Continued...</i>	2	Driver / guide

Hazard	Risk	Risk level	Risk control / Action taken	Minimized Risk Level	Actioned by
Road incident or accident involving the bus (i.e collision with another vehicle) <i>...continued</i>	All	4	<p>If the accident is more serious: The driver and/or guide will immediately assess the extent of the injuries to passengers and where necessary he will call 999 and obtain help. Where necessary we will endeavour to move those able to walk away from the scene of the accident keeping them safe throughout (assessed at the time). We will deal with casualties as best as we can until the emergency services or help arrives.</p> <p>School trips / children's parties: If the incident is very minor, and following an assessment by the driver he may decide it is safe to continue with the journey. Otherwise; we will attempt to control communications with parents and contact the school as soon as possible. We will co-operate with the emergency services and if necessary ensure that at least one member of teaching staff accompanies any injured young person(s) to hospital. They will remain with that young person until a parent or guardian arrives.</p>	2	<p>Driver / guide</p> <p>Driver, guide and supervising adults/ teachers</p>
Mechanical breakdown – on a motorway or dual carriageway	All	4	The driver and/or guide will get all passengers behind the roadside crash barrier as soon as possible. Following the highway code, the driver will escort passengers to a safe location away from the vehicle and away from the busy carriageway. We will keep passengers in a safe position until the problem is fixed or replacement transport has arrived.	2	Driver / guide
Mechanical breakdown – on normal roads	All	3	<p>On normal roads we will keep passengers safe by remaining on the transport if it is safe to do so, until the problem is fixed or replacement transport has arrived.</p> <p>If not then we will move the passengers to a safe location protected from oncoming traffic. When moving we will follow the highway code and use staff to supervise to avoid danger. We will keep passengers in a safe position until the problem is fixed or replacement transport has arrived.</p>	1	
Fire on board the bus	All	5	<p><i>Fire at the back of the bus:</i> Driver to pull the bus to a stop in as safe a place as possible. Driver to use fire extinguisher located in the front of the bus to tackle small fires. If deemed appropriate all passengers to exit the bus calmly via the front entrance doors escorted by the guide</p> <p><i>Fire at the front of the bus:</i> Driver to pull the bus to a stop in as safe a place as possible. Driver to use fire extinguisher located in the front of the bus to tackle small fires. If deemed appropriate all passengers to exit the bus calmly via the emergency exit doors, located at the back of the bus on the lower deck, escorted by the guide</p> <p><i>Continued...</i></p>	2	<p>Driver / guide</p> <p>Driver / guide</p>

Hazard	Risk	Risk level	Risk control / Action taken	Minimized Risk Level	Actioned by
Fire on board the bus <i>... continued</i>	All	5	<p><i>Fire in the middle of the bus:</i></p> <p>If the fire obstructs the stairwell passengers on top deck will be instructed to remain calm whilst the fire is brought under control by the Driver. The emergency services will be contacted if it is deemed necessary. Passengers on the lower deck can either escape the vehicle via the front doors or the back emergency door.</p> <p>If the fire is uncontrolled using a fire extinguisher, and exit via the staircase is impossible, those on the top deck may have to climb down the sides of the bus under the guidance and authority of the emergency services. Please use the emergency window on the top deck of the closed-top buses</p>	2	Driver / guide
In case of bad weather	All	5	In case of very bad weather, extremely high winds and severe lightening storms - the tour will not operate.	0	Management
Over-hanging branches and other natural hazards	All	4	<p>Over hanging branches etc are monitored throughout the season, and the risk areas noted. Branches seen to be a hazard to our passengers are cut back to a suitable length BEFORE the season starts and during periods of high growth due to warm weather.</p> <p>The guide will announce in the risk of over hanging branches in the pre-trip safety talk.</p> <p>It is imperative that passengers REMAIN SEATED whilst the bus is in motion to minimize the risk of being hit by an over hanging branch.</p> <p>Should the bus have to make an emergency pull-in at an area off the monitored route the guide will alert the passengers to the hazard.</p>	1	Management (pre-season) Driver and guide during tour
Driver becomes ill or is injured	All	3	Guide will assist the driver whilst passengers remain seated. If the illness or injury is serious the emergency services will be alerted and a replacement driver will be found. Passengers will remain on board if it is not safe to depart and await the guidance of the emergency services.	1	Guide or designated group leader if no guide aboard
Passenger becomes ill or is injured	All	3	<p>Passenger can alert the guide (whilst seated if bus is in motion) and the bus will be stopped if the illness or injury is serious, and the emergency services will be alerted. Otherwise, we will drop the passenger at the appropriate route stop for their home/hotel.</p> <p><i>Continued..</i></p>	1	Driver / guide

Hazard	Risk	Risk level	Risk control / Action taken	Minimized Risk Level	Actioned by
Passenger becomes ill or is injured ... continued		3	School trips / children's parties: The school will have provided enough staff to ensure young people can receive help if they are feeling unwell. Otherwise, and only in an emergency, the buddy system will be used so that pupils can help each other and we will tell pupils what to do. If a young person is injured ensure the school is informed immediately, and that a member of staff accompanies the injured or ill young person to hospital if necessary. That staff member will remain with the person until parents/guardians arrive or the patient is released. If a passenger becomes ill or is feeling unwell, the teacher will monitor or assist the patient, or if necessary allocate someone (either a buddy or a staff member) to help. The school will need to re-organise the supervision taking into account the member of staff now missing and arrange to return the member of staff and young person if necessary either to school or the intended venue.	1	Driver, guide and supervising adults/ teachers
Member of school staff becomes ill or is injured	Staff	3	School trips / children's parties: Contact to be made with the school so that the school is informed and the next of kin can be informed as soon as possible. Re-assess the situation and determine if supervision levels now prevent the original activities from taking place. Additional / replacement members of staff may be sent to join the venture to maintain supervision levels. Groups will return to school early if supervision levels fall below the required standard for safety to be maintained. Supervision will need to be reorganised to take into account the member of staff now missing. Driver or teacher to contact the school immediately to arrange supervision or remedial action.	1	Driver and guide Supervising adults / teachers
Young person gets lost	Young people		The teacher or supervising adult will take a head count on a regular basis especially when young people leave and re-board the bus. School to confirm the exact number of passengers and support workers.		Supervising adults / teachers
Child Protection	Young people		The school will provide staff/supervision to ensure that there is no time where the driver or guide is alone with an individual/small groups of young people. Supervision of young people at public toilets (if used during the trip) will be over-seen by the school. Taking into account the age and maturity of the young people, if there is no same sex supervision for individuals, staff can ask two pupils to go together e.g. the buddy system.		Supervising adults / teachers

Hazard	Risk	Risk level	Risk control / Action taken	Minimized Risk Level	Actioned by
Whilst bus is static (at exhibitions etc)	All	4	General public sat in the driver's seat and handling the bus controls. Driver isolates bus electrics so that no controls on the dashboard are functioning	1	Driver
	People on top deck	4	Staff will oversee groups of people who use the top deck where possible, and will look out for anyone leaning over the edge of the bus. Children MUST be escorted by an adult and the adult has full responsibility for their children for the entire duration. Large groups of children and youths will be asked to leave should their behaviour be a danger to themselves, other people on board or to the material of the bus itself.	1	Supporting staff (Guides and Drivers)
Whilst bus is reversing	Passers by	4	To ensure there are a second pair of eyes and ears for the driver a banksperson will oversee any manoeuvring whilst bus is reversing; keeping an eye out for pedestrians and asking them to stand clear until it is safe to proceed.	1	Driver

The company considers that the bus and bus tours pose no risk of injury to passengers who behave with care and common sense.

School trips / children's parties:

If you would like to arrange your own risk assessment we allow a pre-visit to assess any issues and can provide complimentary tour tickets. Please contact Mary on 07425 788 123. Email: Mary@citysightseeingbristol.co.uk