



Risk Assessment Halesworth Area Community Transport

This risk assessment for Halesworth Area Community Transport has been prepared to consider the specific hazards relating to our operations. It should be read in conjunction with our COVID-19 risk assessment document, and our Standard Operating Procedures *SOPs*. The risk assessment is in addition to the general guidance and requirements regarding safe social distancing that will apply where-ever practical to do so. A copy of the UK Government's guidance on this is kept in our risk assessment file on the office PC.

This risk assessment will be reviewed every twelve months, following significant internal changes (e.g. change of Transport Manager, purchase of new vehicles, etc.) as well as following changes to UK Government Executive guidance.

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Activity	What are the hazards?	Who might be harmed and how?	What are we already doing to manage risk?	What else can we do to reduce risk?	Responsible person	Action by when?	Date completed
<p>Passenger Transport</p>	<p>Passengers getting on/off the vehicle via steps or tail lift.</p>	<p>Passengers could slip or fall.</p> <p>Driver/Passenger Assistant (Buddy) could experience injury while assisting passengers to enter/exit the vehicle.</p>	<p>MidAS training.</p> <p>Travel assessment completed by Transport Manager before welcoming new passengers with additional mobility needs.</p> <p>Daily walk around checks with checklist to ensure slip/trip hazards are removed, e.g. dry the steps before collecting passengers, clear gangways.</p> <p>Driver to use the Buddy support to onload/offload passengers safely, as per training.</p> <p>Tail Lift inspections weekly and Tail lift services twice yearly.</p>	<p>Daily Check Sheets</p>	<p>Transport Manager/ Drivers</p>	<p>06/01/22 09/01/23</p>	<p>12/01/22 13/01/23</p>

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<p>Passenger Transport</p>	<p>Vehicle fault/defect.</p>	<p>Passengers, drivers or Buddies could experience injury due to a vehicle defect causing a breakdown or accident.</p>	<p>Daily walk around checks before vehicle is taken from the yard, with a checklist completed by the driver.</p> <p>Driver training on how to complete the daily walk around checks and associated checklist.</p> <p>If vehicle is not roadworthy according to the checklist, a different vehicle must be used.</p> <p>Vehicles to be checked for safety at least every 13 weeks at Hammonds Commercial and any defects to be reported on the Daily Check</p>	<p>Daily Check Sheets</p>	<p>Transport Manager/ Driver Trainer/ Drivers</p>		

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			<p>Sheets and phoned to office if found at the end of the day.</p> <p>Vehicles to be serviced according to the schedule set out in the manufacturer's guidance.</p> <p>Vehicles to have a PSV MOT completed annually and any defects to be corrected.</p> <p>If an accident/incident occurs while the vehicle is on the road, the driver is responsible for notifying the Transport Manager as soon as possible and any defects resulting are to be addressed upon return to the depot.</p> <p>In the event of a breakdown the emergency numbers/policy details are located in each bus and on</p>				

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			our website www.hactbus.co.uk/drivers				
Bathroom	Items left on floor/in pathways creating slip/trip/fall hazards. Water on floor creating a slippery surface. Cleaning Chemicals	Staff, volunteers or visitors to the office could experience accident or injury by falling over a blockage/slipping on the wet floor. Could cause harm to users	Wet floor signs after cleaning. Staff training and signage on keeping pathways clear and safe storage. Chemicals kept in a locked cupboard. Accident book in place to be completed if any accidents AND near misses, with the Office Manager to check each month for any preventable accidents to identify additional control measures.		Office Manager	06/01/22 09/01/23	12/01/22 13/01/23

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			Hand rails fitted in bathroom for disabled users and an emergency pull cord is fitted.				
Cleaning office	Use of hazardous chemicals.	Staff, volunteers or visitors may become ill due to contact with hazardous chemicals.	COSHH guidelines to be followed at all times. Guidelines kept in Risk assessment folder on office PC. Hazard tape to hold down any wires which may present a trip hazard		Office Manager	06/01/22 09/01/23	12/01/22 13/01/23
Passenger Transport	Passenger becomes ill/injured during transport.	Passenger suffering illness/injury may deteriorate rapidly if they can't get the help they need. Ill passengers may pose an infection risk to other	MiDAS training. Procedure in place in Standard Operating Procedure with all drivers/Buddies given additional training. Standard Operating Procedure can be found on		Office Manager Driver trainer	06/01/22 09/01/23	12/01/22 13/01/23

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		<p>passengers/drivers/Buddies.</p> <p>Other passengers at risk of injury if vehicle forced to stop at the side of the road.</p>	<p>the office PC and on the HACT Website.</p> <p>www.hactbus.co.uk</p>				
Passenger Transport	Vehicle Breakdown	<p>Driver/Buddies/passengers at risk of injury if vehicle forced to stop at the side of the road</p>	<p>MiDAS training.</p> <p>Procedure in place in SOPs with all drivers/Buddies given additional training.</p> <p>Vehicle maintenance completed as per the schedule to prevent vehicle malfunction.</p>		Transport Manager	<p>06/01/22</p> <p>09/01/23</p>	<p>12/01/22</p> <p>13/01/23</p>

Risk Assessment for Halesworth Area Community Transport

Risk Assessment Completed by Julia Howell on 13th January 2023

Risk Assessment Checked by Brain Howard on 13th January 2023

Review of Risk Assessment due by Julia Howell on 14/01/2024

