



Tetley's Motor Services Ltd

General - Migrated Risk Assessment for

Passenger Collection

Risks associated with passenger collection and drop off.

Reference number	Tet1872070
Assessor	Ian Tetley
Date completed	04/09/24
Review Schedule	Annually
Review date	04/09/25
Approved date	04/09/24
Approved by	Michael Crooke
Affected site(s)	Tetleys Motor Services Ltd (LS10 1NY)

Who is at risk?

Driver, general public, passengers

How is the risk controlled?

A written risk assessment is attached in the client documents area.

Hazard



Access & Egress Hazards



Moving Vehicles



Passengers/Service Users In Vehicles



People Movement (Risk of Slips)



Vehicle Movement



Work On or Near Live Roadways

Controls



All vehicles carry fire extinguishers



Driving Risk Assessment - Vehicle Considerations



First Aid Kit Carried In The Vehicle



Seat Belts Fitted & Worn On Coach Journeys



Passenger Safety



Adequate Supervision Provided



Vehicle Passenger Limits

The calculated risk factor for this task / operation is **10**. (Probability: 2 X Severity: 5)
This is classed as a **Medium** risk

Additional measures

None required

Safe operating procedures

Passengers to be picked up/dropped off with passenger door at kerb-side wherever possible. Passengers to remain seated and wear seat-belts. Passengers of school age and students to be adequately supervised. Supervisors in charge of children should be aware of where emergency exits are. Driver not to move off whilst passengers are standing Any incidents to be reported to the office immediately

Assessor's signature: Ian Tetley

Approved by signature: Michael Crooke

Acknowledgements

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Full name	Signature	Date

Full name	Signature	Date

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