

## TRANSPORT – RISK ASSESSMENT CHECK LIST

The following arrangements and documentation are available for the activities specified and can be made available upon request:

DETAIL	Y/N	COMMENTS
<b>Appointed Contact</b>		<b>Name:</b> Mr Neil Warne <b>Address:</b> L.F Bowen Ltd T/A Applebys Coach Travel Conisholme Louth Lincolnshire LN11 7LT <b>Telephone:</b> 01507 357900 <b>Fax:</b> 01507 357910 <b>Email:</b> <a href="mailto:neil@applebyscoaches.co.uk">neil@applebyscoaches.co.uk</a>
<b>Health &amp; Safety Policy</b>	Y	<b>Date of Issue:</b> 24 September 2007 <b>Review Period:</b> Every 12 months
<b>Public Liability Insurance</b>	Y	<b>Insurer:</b> AXA Insurance via Bluefin <b>Indemnity Limit:</b> £10,000,000.00 <b>Policy Number:</b> H14311
<b>Employers Liability Insurance</b>	Y	<b>Insurer:</b> A combined policy with Public Liability policy <b>Indemnity Limit:</b> £10,000,000 <b>Policy Number:</b> As above
<b>Vehicle Operators Insurance</b>	Y	<b>Insurer:</b> Jubilee <b>Policy Number:</b> 1952/3/026 & 1952/4/99
<b>Have Risk Assessments been carried out for the specified activities? (incl. Fire Risk Assessments)</b>	Y	<b>Assessment Date:</b> Last done 11/11/10
<b>Have you been subject to any HSE/EHO Enforcement Notices?</b>	N	<b>Improvement Notices:</b> <b>Prohibition Notices:</b> <b>Prosecutions:</b>
<b>Are the vehicles to be used subject to regular maintenance and inspection?</b>	Y	<b>Maintenance Period(s):</b> Every 4 - 6 weeks ongoing In compliance with Traffic Commission  <b>Date of most recent statutory inspection:</b> Ongoing process – due to fleet size, on average one vehicle is done every third day.
<b>Are vehicles equipped with passenger seat belts?</b>	Y	<b>Please give details:</b> All vehicles have passenger seat belts. Some three point diagonal Most lap belts only
<b>Are the vehicles equipped with Fire Extinguishers</b>	Y	<b>Date of most recent inspection:</b> Checked every 4 - 6 weeks
<b>Are there arrangements in place for access &amp; egress of people with impaired mobility, hearing, vision?</b>	N	
<b>Please provide details of the driver(s) to be used</b>		<b>Name:</b> Allocated at time of contract  <b>Class of Licence:</b> All drivers will have PCV Full Category D licence  <b>Details of any current convictions:</b> Separate driver register (updated weekly) lists minor convictions, but no drivers employed with serious motoring convictions or medical conditions likely to impair driving

<b>Do you, as a matter of routine,</b>	Y	100% of Tachographs analysed (in house)
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check the drivers' working hours?		and separate time sheets used to ensure compliance with Road Transport Directive (working time) 2007/8
Are the vehicles equipped with first aid equipment	Y	First Aid Kit fitted in all coaches and minibuses
Do you have an appointed Health & Safety Manager/Officer	Y	Name: Mr N Ellis

Signed:

*Neil Warne*

Position: Transport Manager

Date:

02 February 2011

Last updated 02 February 2011