

## 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 M Higgerson <b>Address:</b> L.F Bowen Ltd T/A Yorks Coaches Short Lane Cogenhoe Northampton NN7 1LE <b>Telephone:</b> 01604 890210 <b>Fax:</b> 01604 891153 <b>Email:</b> <a href="mailto:mark.higgerson@yorks-travel.co.uk">mark.higgerson@yorks-travel.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 21/12/10
<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 other 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, check the drivers' working hours?</b>	Y		100% of Tachographs analysed (in house) and separate time sheets used to ensure compliance with Road Transport Directive (working time) 2007/8
<b>Are the vehicles equipped with first aid equipment</b>	Y		First Aid Kit fitted in all coaches and minibuses
<b>Do you have an appointed Health &amp; Safety Manager/Officer</b>	Y	<b>Name:</b>	Mr N Ellis

Signed:

Position: Traffic Manager

Date:

Last updated 25 January 2011