

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
Appointed Contact		Name: Mr A York Address: L.F Bowen Ltd T/A Bowens Coaches 104 Mariner Lichfield Road Industrial Estate Tamworth, Staffs B79 7UL Telephone: 01827 300000 Fax: 01827 300009 Email: tony.york@bowenstravel.com
Health & Safety Policy	Y	Date of Issue: 24 September 2007 Review Period: Every 12 months
Public Liability Insurance	Y	Insurer: AXA Insurance via Bluefin Indemnity Limit: £10,000,000.00 Policy Number: H14311
Employers Liability Insurance	Y	Insurer: A combined policy with Public Liability policy Indemnity Limit: £10,000,000 Policy Number: As above
Vehicle Operators Insurance	Y	Insurer: Jubilee Policy Number: 1952/3/026 & 1952/4/99
Have Risk Assessments been carried out for the specified activities? (incl. Fire Risk Assessments)	Y	Assessment Date: Last done 9/12/10
Have you been subject to any HSE/EHO Enforcement Notices?	N	Improvement Notices: Prohibition Notices: Prosecutions:
Are the vehicles to be used subject to regular maintenance and inspection?	Y	Maintenance Period(s): Every 4-6 weeks ongoing In compliance with Traffic Commission Date of most recent statutory inspection: Ongoing process – due to fleet size on average one vehicle is done every other day.
Are vehicles equipped with passenger seat belts?	Y	Please give details: All vehicles have passenger seat belts. Some three point diagonal Most lap belts only
Are the vehicles equipped with Fire Extinguishers	Y	Date of most recent inspection: Checked every 4-6 weeks
Are there arrangements in place for access & egress of people with impaired mobility, hearing, vision?	N	
Please provide details of the driver(s) to be used		Name: Allocated at time of contract Class of Licence: All drivers will have PCV Full Category D licence Details of any current convictions: Separate driver register (updated weekly) lists minor convictions, but no drivers employed with serious motoring convictions or medical conditions likely to impair driving

Do you, as a matter of routine, check the drivers' working hours?	Y		100% of Tachographs analysed (in house) 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:

Position: Traffic Manager

Date:

Last updated 25 January 2011