



## GENERIC RISK ASSESSMENT - SMALL GROUP TOURS (GENERAL) - GRA002



<b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i>	<b>CONTROL MEASURES and/or PRECAUTIONS that 'employees' adopt as their normal practice</b> <i>All 'employees' that organise and lead tours are to consider the suggested measures below. They are to tick those that they decide are helpful and applicable, and delete or put a line through those that are not. Extra control measures and/or precautions can be added in each section if required.</i>
All accidents / emergencies	<input type="checkbox"/> This risk assessment is to be read and completed in addition to the generic risk assessment GRA001 – ALL TOURS (GENERAL).
<b>Vehicle Compliance</b> → traffic accidents → mechanical breakdown → injury	In the footsteps & Take us Touring will ensure that prior written assurance is obtained that: - <ul style="list-style-type: none"> <li><input type="checkbox"/> The vehicle used for a tour is appropriately insured (incl business use).</li> <li><input type="checkbox"/> The vehicle/driver is covered by suitable vehicle breakdown/roadside assistance cover (or other appropriate provision is made).</li> <li><input type="checkbox"/> The vehicle is in roadworthy condition and has current MOT where applicable.</li> <li><input type="checkbox"/> The vehicle has sufficient capacity for each passenger to have their own seat and own seatbelt.</li> <li><input type="checkbox"/> The vehicle is fitted with fully operational seatbelts, one for each person.</li> <li><input type="checkbox"/></li> </ul>
<b>Driver Awareness</b> → traffic accidents → mechanical breakdown → injury	The 'employee' leading the tour will brief the driver and ensure that: <ul style="list-style-type: none"> <li><input type="checkbox"/> The journey is carefully planned prior to the tour in order to ensure that sufficient time has been allowed (incl. comfort breaks, and foreseeable delays) to ensure that there is no pressure to rush.</li> <li><input type="checkbox"/> Sufficient account is taken of weather forecasts, traffic reports, and intended rest stops in planning the journey.</li> <li><input type="checkbox"/> The route selected is planned to avoid high risk situations (incl. rush hours, narrow and/or dangerous roads, steep gradients) where possible.</li> <li><input type="checkbox"/> The journey is postponed or cancelled if weather or traffic conditions are considered to be too hazardous.</li> <li><input type="checkbox"/></li> </ul>
<b>Driver error</b> → traffic accident → injury	The 'employee' leading the tour will ensure that each driver: <ul style="list-style-type: none"> <li><input type="checkbox"/> Is aged 25 years or over.</li> <li><input type="checkbox"/> Is an experienced driver who has held a full driving licence for at least 2 years.</li> <li><input type="checkbox"/> Does not have any current convictions that preclude them from driving.</li> <li><input type="checkbox"/> Is not facing impending prosecution for any significant driving offences (incl. drink driving).</li> <li><input type="checkbox"/> Is healthy and fit to drive.</li> </ul> The 'employee' leading the tour will ensure that the driver is aware of and agrees to implement the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Not to drive if feeling too tired or unwell to drive safely.</li> </ul>



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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not to drive if under the influence of alcohol, drugs or medication.</li> <li><input type="checkbox"/> Not to use a mobile phone or radio in the car unless the car is stationary or the equipment is fully "hands-free" operated.</li> <li><input type="checkbox"/> To adhere to all speed limits and the Highway Code in the country in which they are driving.</li> <li><input type="checkbox"/> To drive in a responsible and sensible manner.</li> <li><input type="checkbox"/> To choose safe locations, away from busy traffic, for passengers to get in/out of car (incl. car park, pavement) where appropriate and available.</li> <li><input type="checkbox"/> To check and ensure that all participants wear their seat belts before departure.</li> <li><input type="checkbox"/></li> </ul>
<b>Getting in and out of the vehicle</b> → accident → injury	The 'employee' leading the tour will ensure that: <ul style="list-style-type: none"> <li><input type="checkbox"/> All drivers consider the arrangements for getting in or out of the vehicle being used for the tour.</li> <li><input type="checkbox"/> Where the transport has an off-side entry / exit point (e.g. UK right-hand drive vehicle in Europe), the driver plans for and makes provision for the safe use of the entry / exit point.</li> <li><input type="checkbox"/> All drivers brief all participants on the safe method for getting in and out of the vehicle as necessary.</li> <li><input type="checkbox"/></li> </ul>
<b>Vehicle breakdown</b> → further collision	The 'employee' leading the tour will instruct all drivers that if breakdown occurs: <ul style="list-style-type: none"> <li><input type="checkbox"/> They evacuate all passengers away from the vehicle to safe resting place (if possible beyond the safety barrier) well away from the danger of passing vehicles. If this is not possible, they are to instruct passengers to sit on side of vehicle furthest from moving traffic, where practicable, and remain wearing seat belts.</li> <li><input type="checkbox"/> The driver places a warning sign to inform other road users of the breakdown in accordance with the traffic laws of the country in which they are driving.</li> <li><input type="checkbox"/> High visibility vests are issued to the occupants of the vehicle in accordance with the road traffic laws of the country in which they are driving.</li> <li><input type="checkbox"/></li> </ul>
<b>Illness in the vehicle</b> → illness	The 'employee' leading the tour will ensure that: <ul style="list-style-type: none"> <li><input type="checkbox"/> The driver is informed of any significant medical conditions (including propensity for travel sickness).</li> <li><input type="checkbox"/> The driver is made aware of any relevant medication carried by the participants.</li> </ul>



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	<input type="checkbox"/> The driver briefs all participants about the need to eat / drink sensibly during the journey. <input type="checkbox"/>
<b>Additional hazards?</b>	<input type="checkbox"/> Additional precautions?