



GENERIC RISK ASSESSMENT - LARGE GROUP TOURS (GENERAL) - GRA003



Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i>	CONTROL MEASURES and/or PRECAUTIONS that 'employees' adopt as their normal practice <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).
Pre-tour vehicle/driver compliance checks → traffic accidents → mechanical breakdown → injury	<p>In the footsteps & Take us Touring will ensure that:</p> <input type="checkbox"/> Only coaches from a bona fide reputable company are hired. <input type="checkbox"/> Prior written assurances regarding safety standards are obtained from any coach company used – for example, that: <ul style="list-style-type: none"> • It has a current and appropriate PSV Operator's Licence. • It is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency). • It has adequate insurance for all its drivers and vehicles, including public liability cover. • It has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required. • It is not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions. • All its coaches have a current MOT certificate. • All its coaches are maintained and serviced regularly (and that records are available if requested for inspection). • All seats are fitted with fully operational seat belts. • All coaches are fitted with fire extinguishers and a fully maintained first aid kit. • All emergency exits and door closures on coaches are checked daily and in good working order. <input type="checkbox"/> Prior written assurance is obtained from the company that all drivers are adequately trained and adhere to recommended standards, including: <ul style="list-style-type: none"> • At appropriate intervals drivers are checked regarding their health/fitness to drive, previous driving experience, and convictions. • Drivers have a full, current PCV licence. • Drivers do not have past convictions or face impending prosecutions for serious driving offences – e.g. drink/driving. • Drivers adhere to strict working hours according to tachograph rules and regulations. • Drivers are informed about and prohibited to drive under the influence of alcohol or drugs. • Drivers are prohibited to use mobile phones/radios unless the coach is stationary or the equipment is "hands-free" operated. <input type="checkbox"/>



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On tour vehicle compliance checks → traffic accidents → mechanical breakdown → injury	The 'employee' leading the tour will ensure that: <ul style="list-style-type: none"> <input type="checkbox"/> Coaches are checked prior to departure for basic safety features, including: <ul style="list-style-type: none"> • There are sufficient seats for each member of the group so that no seat is shared. • All seats have seat belts. • The tyres have sufficient tread and air pressure (brief visual check only). • Luggage is stored properly and does not restrict access or block exits. • The emergency exits are firmly closed, but not locked or blocked. <input type="checkbox"/> The coach is stopped as soon as is safely possible if there is any suggestion that the coach is not fit to drive (for whatever reason), and onward travel only continues once any concerns have been satisfactorily resolved. <input type="checkbox"/>
Driver awareness/safety → traffic accidents → mechanical breakdown → injury	The 'employee' leading the tour will ensure that: <ul style="list-style-type: none"> <input type="checkbox"/> The journey has been carefully planned 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. <input type="checkbox"/> Sufficient account is taken of weather forecasts, traffic reports, and intended rest stops in planning the journey. <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. <input type="checkbox"/> The journey is postponed or cancelled if weather or traffic conditions are considered to be too hazardous. <input type="checkbox"/> The coach is stopped as soon as is safely possible if there is any suggestion that the driver is not fit to drive (for whatever reason), and onward travel only continues once any concerns have been satisfactorily resolved. <input type="checkbox"/>
Passenger safety → accident → injury	The 'employee' leading the tour will ensure that: <ul style="list-style-type: none"> <input type="checkbox"/> All participants are instructed to use and fit seat belts correctly at all times during the journey. <input type="checkbox"/> All participants are briefed to stay seated, wherever possible, during the journey. <input type="checkbox"/> All participants are briefed on acceptable behaviour as appropriate. <input type="checkbox"/>
Getting in and out of the	The 'employee' leading the tour will ensure that:



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vehicle → accident → injury	<ul style="list-style-type: none"> <input type="checkbox"/> All drivers consider the arrangements for getting in or out of the vehicle being used for the tour. <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. <input type="checkbox"/> All participants are briefed on the safe method for getting in and out of the vehicle as necessary. <input type="checkbox"/> All participants are clearly briefed, before getting off the coach, where to go/what to do once they have left the coach. <input type="checkbox"/> A suitably experienced person gets off the coach first to supervise the participants as they disembark. <input type="checkbox"/>
Breakdown or accident → further collision	<p>The 'employee' leading the tour will ensure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If breakdown or accident occurs, all passengers are directed to the safest location and all sensible precautions will be taken: <input type="checkbox"/> If a breakdown or accident happens on the motorway: <ul style="list-style-type: none"> • The vehicle is on hard shoulder in good visibility – ensure hazard lights are on, move passengers to seats away from rear and traffic side of coach, keep group with seatbelts on coach (unless considered unsafe), telephone emergency services; • The vehicle is on the hard shoulder in poor visibility (e.g. fog), or night and lights not working – when traffic quiet, if considered safe to do so, evacuate the group from safest exit in small groups at a time to safe location behind crash barriers, seek safe refuge/shelter. • The vehicle is still on the carriageway – ensure coach engine has stopped (emergency stop button) and hazard lights on, check all oncoming traffic has come to a standstill, then evacuate the group from safest exit in small groups at a time to safe location behind crash barriers, seek safe refuge/shelter. <input type="checkbox"/> If the event of an accident also be aware of: <ul style="list-style-type: none"> • What other vehicles are involved – especially goods vehicles. If a vehicle is carrying hazardous materials, they will be displaying a HAZCHEM marker board. If it is necessary to evacuate, be aware of the wind direction and assemble the party up-wind of the goods vehicle. However, it may be wiser to keep group on the coach. • Call the police (it is not necessary to call all three emergency services). If you are not sure of the location, ask the driver, or find the nearest marker post at the side of the motorway. • If diesel fuel is leaking from the coach, this will not be a fire hazard but it will make the grass or road surface very slippery. A further call to the police should be made to inform them of the leaking diesel.



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	<ul style="list-style-type: none"> • If a fire starts on a coach it will most likely start at the rear of the coach or underneath in the centre. If the fire is at the rear get the group off the coach by the front exit starting with those people at the back. If the fire is in the centre then both front and rear exits will have to be used. Remember when using the rear offside exit, check that it is safe to exit and be aware of other traffic. There will be a fire extinguisher on the coach easily visible. ❑ If a breakdown or accident happens on a non-motorway road: <ul style="list-style-type: none"> • The above still applies. It may be necessary to enlist the help of the occupiers of premises at the roadside so the group members are completely clear of the carriageway. ❑ If it is only a breakdown and the coach is in a built up area and vehicle speeds are relatively slow, it will always be safer for the group members to remain on the coach/minibus and for them to remain seated with their seatbelts still fastened.
Illness in the vehicle → illness	The 'employee' leading the tour will ensure that: <ul style="list-style-type: none"> ❑ The driver is informed of any reported significant medical conditions (including propensity for travel sickness) amongst the tour participants. ❑ All participants are briefed about the need to eat / drink sensibly during the journey as appropriate. ❑
Additional hazards?	<ul style="list-style-type: none"> ❑ Additional precautions?