

## 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> Miss Sarah Bayliss <b>Address:</b> Jeffs Coaches Limited Station Road Helmdon Northants NN13 5QT <b>Telephone:</b> 01295768292 <b>Fax:</b> 01295760365 <b>Email:</b> sarahbayliss@jeffscoaches.com
<b>Health &amp; Safety Policy</b>	Y	<b>Date of Issue:</b> 05/05/2005 <b>Review Period:</b> Every 12 months
<b>Public Liability Insurance</b>	Y	<b>Insurer:</b> AXA Insurance via Bluefin <b>Indemnity Limit:</b> £5,000,000 <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 13/10/10
<b>Have you been subject to any HSE/EHO Enforcement Notices?</b>	N	Improvement Notices:  Prohibition Notices:  Prosecutions:
<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>
<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> Every Driver has a current Criminal Records Bureau (CRB) badge. No drivers are employed with serious motoring convictions or medical conditions likely to impair driving ability

<b>Do you, as a matter of routine, check the drivers' working hours?</b>	Y	100% of Tachographs scanned in house and analysed by Tachomaster 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 &amp; Fire extinguishers</b>	Y	First Aid Kit and fire extinguishers 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: Sarah Bayliss

Position: Operations Manager

Date: 01/01/2005

Last updated 01/01/2011