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**You can replace this box with your own logo, or delete it.**

# Risk Assessment [Your Organisation’s Name Here]

# Template from the Community Transport Association

To do a risk assessment, you need to understand what, in your business, might cause harm to people and decide whether you are doing enough to prevent that harm. You can find more information on the risk assessment process in our ‘how to’ document at [ctauk.org/advice-resources/risk-assessment-and-management](http://www.ctauk.org/advice-resources/risk-assessment-and-management). Once you have identified those hazards, you need to identify appropriate and sensible control measures and put them in place.

Start by:

* Identifying what can harm people in your workplace.
* Identifying who might be harmed and how.
* Evaluating the risks and deciding on the appropriate controls, taking into account the controls you already have in place.
* Recording your risk assessment.
* Reviewing and updating your assessment

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. You are probably already taking steps to protect your employees, and your risk assessment will help you decide whether you have covered all you need to. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

This template gives some suggestions for areas you may need to think about when assessing risk related to your operations. It is not exhaustive – you **will** need to think about your own organisation and what will need to be changed/added/removed or it will not be an effective tool to manage the hazards in your organisation.

For more guidance on completing risk assessments, you can take a look at our risk assessment resources at [ctauk.org/advice-resources/risk-assessment-and-management](http://www.ctauk.org/advice-resources/risk-assessment-and-management) and the HSE guidance at [hse.gov.uk/risk/](https://www.hse.gov.uk/risk/).

To fill in this template, you will need to remove all text in red, and replace any text in square brackets [].

This risk assessment for [insert organisation name] has been prepared to consider the specific hazards relating to our operations. It should be read in conjunction with our COVID-19 risk assessment document, and our Standard Operating Procedures. *(This may have another name in your organisation, such as staff handbook)*. The risk assessment is in addition to the general guidance and requirements regarding safe social distancing that will apply where-ever practical to do so. A copy of the UK Government’s guidance on this is kept in our risk assessment file here [LINK].

This risk assessment will be reviewed every twelve months, following significant internal changes (e.g. change of Transport Manager, purchase of new vehicles, etc.) as well as following changes to *(delete as appropriate)* UK Government/Welsh Government/Scottish Government/NI Executive guidance.

| **Activity** | **What are the hazards?** | **Who might be harmed and how?** | **What are we already doing to manage risk?** | **What else can we do to reduce risk?** | **Responsible person** | **Action by when?** | **Date completed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Passenger Transport** | Passengers getting on/off the vehicle via steps or tail lift. | **Passengers** could slip or fall.  **Driver/Passenger Assistant (PA)** could experience injury while assisting passengers to enter/exit the vehicle. | MiDAS training.  Travel assessment completed by Transport Manager before welcoming new passengers with additional mobility needs.  Daily walk around checks with checklist to ensure slip/trip hazards are removed, e.g. dry the steps before collecting passengers, clear gangways.  Driver to use the PA’s support to onload/offload passengers safely, as per training. |  | **Transport Manager** | **[DATE]** | **[DATE]** |
| **Passenger Transport** | Vehicle fault/defect. | **Passengers, drivers or PAs** could experience injury due to a vehicle defect causing a breakdown or accident. | Daily walk around checks before vehicle is taken from the yard, with a checklist completed by the driver.  Driver training on how to complete the daily walk around checks and associated checklist.  If vehicle is not roadworthy according to the checklist, a different vehicle **must** be used.  Vehicles to be checked for safety at least every 10 weeks at [insert garage name here] and any defects to be corrected – this window will be decreased to 6 weeks if the vehicle is 12 years old or more.  Vehicles to be serviced according to the schedule set out in the manufacturer’s guidance.  Vehicles to have an MOT completed annually and any defects to be corrected.  If an accident/incident occurs while the vehicle is on the road, the driver is responsible for notifying the Transport Manager as soon as possible and any defects resulting are to be addressed upon return to the depot. |  | **Transport Manager** | **[DATE]** | **[DATE]** |
| **Office Work** | Items left on floor/in pathways creating slip/trip/fall hazards.  Water on floor creating a slippy surface. | **Staff, volunteers or visitors** to the office could experience accident or injury by falling over a blockage/slipping on the wet floor | Wet floor signs after cleaning.  Staff training and signage on keeping pathways clear and safe storage.  Hazard tape to hold down any wires which may present a trip hazard.  Accident book in place to be completed if any accidents AND near misses, with the Office Manager to check each month for any preventable accidents to identify additional control measures.  Hand rails fitted in hazardous areas e.g. stairs to help people maintain 3 points of contact. |  | **Office Manager** | **[DATE]** | **[DATE]** |
| **Cleaning office/depot** | Use of hazardous chemicals. | **Staff, volunteers or visitors** may become ill due to contact with hazardous chemicals. | COSHH guidelines to be followed at all times. |  | **Office Manager** | **[DATE]** | **[DATE]** |
| **Passenger Transport** | Passenger becomes ill/injured during transport. | **Passenger suffering illness/injury** may deteriorate rapidly if they can’t get the help they need.  Ill passengers may pose an infection risk to other **passengers/drivers/PAs.**  **Other passengers** at risk of injury if vehicle forced to stop at the side of the road. | MiDAS training.  Procedure in place in SOPs with all drivers/PAs given additional training. |  | **Office Manager** | **[DATE]** | **[DATE]** |
| **Passenger Transport** | Vehicle Breakdown | **Driver/PAs/passengers** at risk of injury if vehicle forced to stop at the side of the road | MiDAS training.  Procedure in place in SOPs with all drivers/PAs given additional training.  Vehicle maintenance completed as per the schedule to prevent vehicle malfunction. |  | **Transport Manager** | **[DATE]** | **[DATE]** |

# Risk Assessment [Your Organisation’s Name Here]

**Risk Assessment Completed by** [Name] on [Date]

[Signature]

**Review of Risk Assessment due by** [Date]