

## GHOST BUS TOURS LTD - RISK ASSESSMENT

### The Ghost Bus Tours and The London Time Tour Bus

Hazard	Risk: High/likely/low	Existing Controls	Action still required	Remaining Risk
Steps (main stairwell, step into lower saloon and entrance step). Affects: Passengers and staff.	Risk of tripping or falling on steps: <b>Likely.</b>	<ol style="list-style-type: none"> <li>1. Mark all steps clearly with sharks tooth tape. (Black and yellow).</li> <li>2. Ensuring that steps are free of obstruction i.e. absolutely No sitting or standing on the stairwell.</li> <li>3. Making sure the steps are adequately lit.</li> <li>4. Ensure that passengers remain seated throughout the tour to minimise use of steps whilst the bus is moving.</li> <li>5. Ensure all banisters and grab handles are fit for purpose.</li> </ol>	None at present.	<b>Low</b> , however, steps are always something both passengers and staff must be aware of, especially on a moving vehicle.
Fire on the bus.  Affects: Passengers, staff, other road users and pedestrians.	People being injured in the event of a fire: <b>High.</b>	<ol style="list-style-type: none"> <li>1. The bus is equipped with two fire extinguishers, one in the cab and one in the lower saloon.</li> <li>2. The staff on board will be fully trained to evacuate passengers in the event of an emergency.</li> <li>3. Fire exits are checked on a daily basis and should always be kept clear.</li> <li>4. Fire exit signs are clearly marked and kept in good repair.</li> <li>4. The bus is subject to regular servicing and maintenance.</li> <li>5. The cabling and electrics will be installed and maintained by qualified electricians.</li> <li>6. Both the driver and conductor will be first aid trained.</li> <li>7. Strict no smoking policy on the bus.</li> <li>8. Any interior decoration on the bus is flame proof and all materials used are flame retardant.</li> </ol>	1. To ensure that our fire safety policy and staff training remains up to date and rigorous.	<b>Low.</b>
Electric Shock from lights/cables/ Audio Visual equipment.  Affects: passengers and staff.	People at risk of injury from electric shock: <b>Low.</b>	<ol style="list-style-type: none"> <li>1. Ensure all cables are properly cased and earthed by a qualified electrician.</li> <li>2. Ensure any reported electrical faults are immediately dealt with.</li> <li>3. Ensure all electrical fittings are secure.</li> <li>4. Maintenance of electrical equipment is included in the regular service inspection and all electrical equipment is pat tested before it goes on the bus.</li> </ol>	None at present.	<b>Low.</b>

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<p>Theme fittings and fixtures.</p> <p>Affects: Passengers and staff.</p>	<p>People at risk of injury from unsecure objects: <b>Likely.</b></p>	<ol style="list-style-type: none"> <li>1. Ensure a wall mounted and side mounted equipment is secure to the surface on which it is attached.</li> <li>2. Maintenance of fittings and fixtures is included in the bus' regular service inspection.</li> <li>3. Ensure equipment is durable and fit for purpose.</li> </ol>	<p>None at present.</p>	<p><b>Low.</b></p>
<p>Vehicle breakdown/ accident.</p> <p>Affects: passengers, staff, and other road users.</p>	<p>Staff and passengers left in a vulnerable position if the bus breaks down on route: <b>Likely.</b></p>	<ol style="list-style-type: none"> <li>1. Ensure the bus is regularly serviced according to The Ghost Bus company Ltd service policy.</li> <li>2. Staff trained to evacuate passengers to a safe place, and implement contingency plans to get people back to the start of the tour.</li> <li>3. Have current, comprehensive breakdown cover.</li> <li>4. Ensure driver competency in parking bus safely, if possible, in the event of a breakdown.</li> </ol>	<p>None at present.</p>	<p><b>Low.</b></p>