



# Tetley's Motor Services Ltd

General - Migrated Risk Assessment for

## Passenger Collection

Risks associated with passenger collection and drop off.

<b>Reference number</b>	Tet1872070
<b>Assessor</b>	Michael Crooke
<b>Date completed</b>	24/09/25
<b>Review Schedule</b>	Annually
<b>Review date</b>	24/09/26
<b>Approved date</b>	24/09/25
<b>Approved by</b>	Michael Crooke
<b>Affected site(s)</b>	Tetleys Motor Services Ltd (LS10 1NY)



### Who is at risk?

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Driver, general public, passengers

### How is the risk controlled?

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A written risk assessment is attached in the client documents area.

## Hazard

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Access &  
Egress Hazards



Moving Vehicles



Passengers/Service  
Users In  
Vehicles



People  
Movement (Risk  
of Slips)



Vehicle  
Movement



Work On or  
Near Live  
Roadways

## Controls



Driving Risk  
Assessment -  
Vehicle  
Considerations



Seat Belts Fitted  
& Worn On  
Coach Journeys



Adequate  
Supervision  
Provided



Vehicle  
Passenger  
Limits



First Aid Kit  
Carried In The  
Vehicle



All vehicles  
carry fire  
extinguishers



Passenger  
Safety

The calculated risk factor for this task / operation is **10**. (Probability: 2 X Severity: 5)

This is classed as a **Medium** risk

## Additional measures

None required

## Safe operating procedures

Passengers to be picked up/dropped off with passenger door at kerb-side wherever possible. Passengers to remain seated and wear seat-belts. Passengers of school age and students to be adequately supervised. Supervisors in charge of children should be aware of where emergency exits are. Driver not to move off whilst passengers are standing Any incidents to be reported to the office immediately

Assessor's signature: Michael Crooke

Approved by signature: Michael Crooke

## Acknowledgements

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The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Full name	Signature	Date

Full name	Signature	Date

Review date: 24/09/26

Approved date: 24/09/25