

Compass Tours

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Date			
Group Name		Risk assessor Name	
Pick up point		Risk assessor Phone	
Destination		On Coach Supervisor name	
Total Number of Passengers		On Coach Supervisor Phone no	

Consequences	Very Likely	Likely	Unlikely	Very Unlikely
Kill or Cause Permanent Injury	1	1	2	3
Long Term Illness or serious Injury	1	2	3	4
Medical Attention	2	3	4	5
First Aid	2	3	5	6
<i>Priority</i>	<i>Shows level of attention required 1= Top Priority / 6= Low Priority</i>			

Hazard / Risk	Identification	Likelihood	Control measures	Responsibility	Time
Enter / Exit Vehicle	Trips and Falls	Very Likely	Line up away from vehicle single file Board and disembark vehicle in an orderly manner	On Board Supervisor	All
Seating Capacity	Insufficient seating	Unlikely	Confirm number of Passengers with operations department 24 hrs prior to travel Count Students on and off vehicle	Booking Supervisor/ Driver	Before / During Charter
Allergic reaction	Allergies	Unlikely	No food or drinks other than water permitted on vehicle No use of aerosols on vehicle	On Board Supervisor Driver	On board Vehicle
Illness Injury	Nausea / Pain	Very Likely	Sick bags provided on coach to on board supervisor if required Passengers to sit close to front of vehicle (First Aid Station) and First Aid supervisor or Coach Captain / Hostess	On Board Supervisor	On board Vehicle
Passengers numbers	Missing Passengers	Likely	Passenger Manifest to be held by on board supervisor or Driver Passenger manifest consulted to determine correct number and names of passengers Passenger manifest checked at departure point and destination and prior to depart for return journey	On Board Supervisor	Boarding All times

Hazard / Risk	Identification	Likelihood	Control measures	Responsibility	Time
Passenger Safety	Disruptive passengers Damage Vehicle	Likely	All Passenger familiar with Terms and Conditions of Charter Passenger behaviour monitored or modified On board supervisors to sit with view of passengers School student behaviour monitored in line with SSTS policy Vehicle driven to Police Station and passenger removed	On Board Supervisor	All Times
Vehicle disabled	Breakdown / Accident	Unlikely	Notify Operations Manager Hirer Supervisor Fleet Manager and Managing Director Utilise Breakdown Procedures Manual determine cause Dispatch Mechanic to vehicle Replace Vehicle dispatched if vehicle cannot be mobilised within 1 hour Log Defect in Vehicle Maintenance System	Operations Manager	Event
Injuries	Vehicle Accident	Unlikely	Passengers to use seatbelts if provided Passengers to remain seated for entire journey All Coach Captains First Aid Qualified First Aid Kit carried in vehicle	On Board Supervisor/ Coach Captain / Hostess	All times
Hazardous Materials	Substance Spill / Explosion	Unlikely	All Hazardous Materials declared to vehicle operator All baggage Stored in under vehicle storage areas Dangerous Goods carried as per Dangerous Goods Act	Booking Supervisor	Before Charter
Driver Distraction	Near Miss Vehicle Accident	Likely	Supervisors to talk or communicate with driver only whilst vehicle is stationary Passenger behaviour actions and noise level monitored and corrected Passengers noise not to exceed normal levels eg no chanting loud singing whilst vehicle in motion	On Board Supervisor	All times
Item Security	Falling Items	Likely	All baggage stowed under vehicle except passenger Identification, money, bottled water or medication. Day luggage separate from Overnight luggage before departure	On Board Supervisor	All times
Alcohol, Food, Hot and Cold Beverages Chewing Gum, Ice Cream, Lollies	Injury to Passengers or damage to clothing and belongings	Very Likely	No food or beverages on vehicle except water and medication No baggage to be taken on vehicle Comfort stops every two hours for hydration and sustenance No inebriated persons to be carried upon vehicle	On Board Supervisor	All Times
Remote area	Breakdown Injury or Accident	Unlikely	Additional Vehicle spares and fluids stowed under vehicle Water supplies 1 litre per person GPS / GPS Tracking and optional Satellite Phone rental	Operations On Board Supervisor	Before Charter All times
Pick up and Destination	Location hazards and near miss	Likely	Special Notes identified as RA: noted in locations and updated weekly within the booking system. Sent to client on booking form and drivers work tickets for daily identification. All localised risks associated with the pick up and set down locations listed in location within booking software	Sales Operations Supervisor Coach Captain	Booking Before Charter All times

Hazard / Risk	Identification	Likelihood	Control measures	Responsibility	Time
Injuries to passengers whilst vehicle in motion	High Speed	Unlikely	Hirer to consider using seat belted vehicles for journeys where vehicle will be travelling at speeds over 80km per hour or greater than distances of 20km from pick up point No standees if vehicle is required to travel over 80km per hour	Sales Operations Hirer	Before Charter All times
Falls and Injuries vehicle in motion	Passengers not seated	Likely	Passengers to sit correctly in seats Passengers not to change seating position whilst vehicle is in motion Supervisors located and seated at front and rear of vehicle Supervisors not to seat where they cannot observe passengers whilst seated. Supervisors and passengers not to get out of seat whilst vehicle is moving	On Board Supervisor Coach Captain	All Times
Natural Disasters / Extreme Weather Conditions	Incident Alerts	Likely	Utilise Incident alert data collected from relevant departments such as Live Traffic Bureau Metrology and Government and Media Broadcasts. Modify Itinerary or travel direction and establish emergency or alternative pick up or drop off locations.	Operations Hirer Coach Captain On Board Supervisor	All Times
Distracting the driver by persistent noise or calling out to the driver	Unacceptable Passenger behaviour	Likely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Coach Driver On Board Supervisor	All Times
Displaying materials of an offensive, obscene, pornographic, threatening, abusive or defamatory nature on a device such as mobile phone, iPad or laptop computer	Unacceptable Passenger behaviour	Very Unlikely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Operations Hirer Coach Captain On Board Supervisor	All Times
Playing music loudly and being a general nuisance	Unacceptable Passenger behaviour	Unlikely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Operations Hirer Coach Captain On Board Supervisor	All Times

Hazard / Risk	Identification	Likelihood	Control measures	Responsibility	Time
Not offering seats to adult passengers including people with a disability, elderly or expectant mothers	Unacceptable Passenger behaviour	Likely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Operations Hirer Coach Captain On Board Supervisor	All Times
Behaving so as to adversely affect the comfort or safety of other passengers	Unacceptable Passenger behaviour	Unlikely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Operations Hirer Coach Captain On Board Supervisor	All Times
Continually getting out of seat or setbelt and changing positions in the bus or leaning over seats in front or behind	Unacceptable Passenger behaviour	Likely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Operations Hirer Coach Captain On Board Supervisor	All Times
Failing to wear the seat belt properly adjusted and fastened, if one is available	Unacceptable Passenger behaviour	Likely	Advise the on board supervisor that the passengers behaviour was unacceptable Obtains passengers name and or school Advises the on board supervisor that the matter will be reported to the bus operator, the school Principal and the students' parent/guardian Reminds the on board of the consequences of repeated offences	Operations Hirer Coach Captain On Board Supervisor	All Times
Covid 19 Virus	Transmission of air borne disease Notification by Health Dept Showing signs or symptoms	Likely	Develop Covid 19 Safety Plan with Dept of Heath Implement measures identified in the plan to reduce risk of exposure Disseminate Plan and additional information to Drivers staff and clients Audit safety systems and documentation to ensure compliance	Management Hirer Coach Captain On Board Supervisor	All Times
Bus Fires	Fires in large capacity seatbelted coaches	Unlikely	Euro 5 and Euro 6 buses run hotter engine bays due to emission systems. Identify vehicles and install on-board fire suppression systems to all new late model large seating capacity vehicles to allow extra time for occupants to escape vehicle if involved in fire	Management Coach Captain	All Times

Hazard / Risk	Identification	Likelihood	Control measures	Responsibility	Time
Lithium Ion Batteries	Fires from lithium ion batteries in items such as electric scooters/bikes	Unlikely	Install on-board fire suppression systems in vehicles where luggage bins are utilised to store such items to allow extra time for occupants to escape vehicle if involved in fire	Management Coach Captain	During Charter / Transport
Drivers Aids Bus Safety Technology	Drivers Aids including Lane Departure Frontal Collision Warning Systems	Likely	Bus safety technology may cause the vehicle to operate outside of the driver's control. All Passengers are to remain seated and seat belted at all times the vehicle is in motion. Supervisors must take seating positions within the coach to supervise students without getting out of seats. Should a student require assistance the Supervisor should ask the driver to pull over in a safe area to address the incident.	Management Hirer Coach Captain On Board Supervisor	All Times

Signed: <i>Jeffrey Chalker</i>	Name: Jeffrey Chalker Position: Managing Director	Date: 24/01/2026
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