



Risk Assessment Policy

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We have developed this risk assessment policy to identify potential risks and take appropriate measures to prevent them.

We have a general Risk Assessment in place which has been conducted by a suitably qualified expert: This is shared with all staff, drivers and passenger assistants.

Identification of Risks: Our first step is to identify potential risks and hazards that may pose a risk to the passengers, drivers, or the vehicle. Prior to starting a route/journey with a new service user we will review their needs and any information provided by the contracting authority. This is considered and reviewed by a Director and any risks that may be additional to our Standard Risk Assessment are noted.

Assessment of Risks: Our Risk Assessment identifies potential hazards, and level of risk associated with each hazard. The risk assessment takes into consideration the likelihood and severity of harm that may result from each hazard.

Control Measures: Based on the risk assessment, control measures are implemented to minimise or eliminate the identified risks. We will work with Contracting Authorities, Parents/carers and other parties to implement specific measures that mitigate risk and make the journey more comfortable for the Service User. These may include:

- Providing additional training for drivers, staff and passenger assistants
- Installing safety equipment such as seat belts, harnesses and child restraints
- Implementing additional procedures for handling medical emergencies
- Alterations to route that allow a particular service user to be picked up or dropped off earlier
- Implementing specific seating arrangements to minimise risk and/or make the journey more comfortable for the Service User.

Review and Monitoring: The risk assessment policy is reviewed regularly to ensure that it remains effective and up-to-date. Any incidents or accidents that occur during service are recorded and reviewed to identify any areas for improvement. Each individual route is reviewed periodically and the Driver/Passenger assistant is invited to feedback any concerns which are then acted upon in accordance with this policy.

Communication: We ensure that we communicate the risk assessment policy and any updates to all drivers, passenger assistants and staff members involved in the service. We recognise the importance of everyone understanding their roles and responsibilities and how to identify and report any hazards or incidents and take steps at all times to minimise any risks.

This Revision: 1st May 2024

Rocky Fitz-Gerald

Director

Next Review Due: 30th April 2025