

# Theatre Bath Bus Safety & Compliance Statement

This compliance documentation has been produced by the Theatre Bath Bus Team to ensure those involved with the project reduce the likelihood of an accident or incident so far as reasonably practicable.

The Theatre Bath Bus Team have a duty of care to ensure that the health and safety of their volunteers, performers and members of the public are not put at risk as a result of their activities.

**To manage our activities effectively, there are six key areas for consideration:**

- Safe Vehicle
- Safe Driver
- Safe Location
- Safe Equipment
- Security
- Insurance

## Safe Vehicle

The safety and security of the Theatre Bus (Mobile Project Vehicle) will be managed through a regime of documented

- driver walk round checks, (Appendix 1)
- planned maintenance
- MOT and /or Certificate of Roadworthiness

## Safe Driver

Only drivers who have completed the Driver's Declaration form (Appendix 2) and either

- holds a category C or D driving licence (HGV/PSV)*
- holds a full UK category B licence and has had at least 15 hours of training on a similar sized vehicle and subject to the follow Regulation.*

will be eligible to drive the Theatre Bus. Exceptions include, mechanics working on the bus or anybody directed by the police to move the vehicle in the case of an emergency.

**The Motor Vehicles (Driving Licences) Regulations 1999 No 2864.**

Below are the relevant extracts that relate to Mobile Project Vehicles, the generic term now used to describe converted vehicles that meet the stated criteria. A category B licence referred to in the regulations is a car licence.

**Regulation 7(5) covering the scope of the entitlement to drive these vehicles on a category B driving licence.**

**A person who -**

- a) is the holder of a full licence authorising the driving of vehicles of a class included in category B (except a licence authorising only the driving of vehicles in sub-category B1 or B2 (invalid carriages)),
- b) has held that licence for an aggregate period of not less than 2 years, and
- c) is aged 21 or over,
- d) may drive a mobile project vehicle on behalf of a non-commercial body -
- e) to or from the place where the equipment it carries is to be, or has been used, or the display or exhibition is to be, or has been, mounted, or
- f) will drive the vehicle to or from the place where a mechanical defect in the vehicle is to be, or has been remedied or
- g) in such circumstances that by virtue of paragraph 22 of schedule 2 to the Vehicle Exercise and Registration Act 1994 the vehicle is not chargeable with duty in respect of its use on public roads\*,
- h) unless by that licence he/she is authorised to drive only vehicles having automatic transmission, in which case he shall be deemed competent to drive only mobile project vehicles having automatic transmission.

*\*to and from an MOT test*

For driver management purposes the Theatre Bath Bus Team will retain a photocopy of the driver's licence.

**Fitness to operate**

- A person's fitness to drive/operate a vehicle should be judged on an individual basis but the aim is to match the requirements of the task with the fitness and abilities of the driver/operator.
- All drivers must declare if they are at anytime not fit to drive eg because of prescribed medication. Drivers must not consume alcohol while in charge of the theatre bus.

**Disclosure and Barring Service (DBS) checks.**

All drivers will have undergone a DBS check, where appropriate.

## Safe Location

Every location is different and likely to present different hazards and risks. It is essential, therefore, that a risk assessment (Appendix 3) must be undertaken and subsequent control measures identified.

### Parking

- The Theatre Bus must only be parked on the highway if it is safe, legal and will not cause an obstruction to other road users.
- The vehicle wheels must be chocked when members of the public are on board for an event.
- Where the Theatre Bus is parked on non metalled or concrete surfaces (designed for supporting heavy vehicles) then the surface must be assessed for the suitability to support the weight of the vehicle.
- Where there is a risk to pedestrians when parking the Theatre Bath Bus should be manoeuvred with the aid of a banksperson.
- When parking on a hill or slope the steering wheels should be slightly turned towards the kerb so as to ensure that if the vehicle rolls, it will steer into the kerb and stop.
- Although the Theatre Bus is well maintained, it is possible that a small amount of oil will drip from the engine or transmission. Where the vehicle is parked in a pedestrian area eg paved square, piazza etc then a drip tray should be placed under the vehicle.

### Licensing & Permissions

The Theatre Bath Bus Team will ensure that, where required, appropriate licences will be applied for and displayed eg Temporary Event Notices, Performance etc.

## Safe Equipment

- Before use, all equipment should be checked for suitability / compatibility.
- Portable electrical appliances should be checked in line with the manufacturer's instructions.
- Prior to connection, the electricity supply cable should be inspected for cuts, and abrasions and the integrity of the plug and socket checked.
- Refuelling of the portable generator must be in accordance with manufacturer's instructions and safety data sheets.

- The generator must be cordoned off using the barrier and cones. The trailing lead must be sited in a place where it does not cause a hazard to pedestrians and/or vehicles and uncoiled to avoid overheating of the conductors. In addition, the generator exhaust must be positioned so as to avoid fumes entering the Theatre Bus.
- Where the Theatre Bus is connected to a mains supply, care should be taken to ensure that the supply is fit for purpose eg. 13, 16 or 32 Amp

### **Security**

- The Theatre Bus must be left secure and the generator stowed when unattended.
- Time should be given for the generator to cool down before stowing.
- The front door should be barred and the rear door locked when the vehicle is left unattended

### **Emergency Procedures**

- In the event of an emergency the Theatre Bus can be evacuated via the front door or using the emergency access steps at the rear door. Alternatively, the rear window can be shattered using the designated hammers.
- When exiting the Theatre Bus on to the highway a competent person should be nominated to control the traffic.

### **Emergency Resources**

- Emergency lighting is provided using hand held torches situated to the front and the rear of the Theatre Bus.
- Fire Extinguishers are situated to the front and rear of the Theatre Bus.
- The first aid box is situated in the drivers cab
- At each event there will be designated competent persons to manage an emergency situation. This could be a member of the Theatre Bath Bus team or a representative of a visiting company.

### **Insurance**

The Theatre Bath Bus has £2,000,000 public liability and £10,000,000 Employer's Liability with Royal Sun Alliance, (Motor policy 50030734) (Liability Policy RKK639348) through our brokers Aston Scott Insurance.

Appendix 1

# Theatre Bath Bus Vehicle Walk Round Check and Defect Report

Vehicle:- S801 RWG

Driver's name ..... Date .....

Journey Destination .....

Odometer reading Start (KM) ..... Finish .....

To be checked by the driver before and while driving the vehicle			
<i>(enter a tick for satisfactory or a cross for a defect noted).</i>			
Outside		Inside	
Body exterior		Body interior	
Tyres condition & inflation		Fire extinguisher	
Lights, Indicators & Reflectors		First-aid kit	
Number plates & marker plates.		Equipment stowed and fastened	
Windows		Brake controls	
Mirrors.		Driver's seat	
Wheels & Fixings		Air suspension setting	
Fuel/Oil/Waste Leaks		Instruments, gauges. & warning devices	
Water		Horn	
Windscreen washer reservoir		Wipers	
Doors & Emergency Exits		Steering controls / Operation	
		Brakes	
		Air leaks & pressure drop	
		Exhaust smoke	

<p><b>Defect Report</b></p>          
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Drivers Signature .....

## Appendix 2

Name of Organisation:

Drivers Name:

Date of Birth:

Address:

Postcode:

Contact Telephone Number:

Occupation:

Type of Licence:

Date Obtained:

Have you had any accidents, thefts or losses during the past 3 years in connection with any vehicle owned, driven, or insured by or in the charge of you? If yes, please provide full details. Yes  No

Have you or any person who may drive had any motoring convictions during the last 5 years or are there any prosecutions pending or police enquiries outstanding (including fixed penalty offences)? If yes, please provide full details. Yes  No

Do you have defective vision or hearing (not corrected by glasses or hearing aid) any physical, mental, alcoholic or nervous disorder, or heart, diabetic or epileptic condition or other complaint, had blackouts or fits or regularly take any prescribed medication? If yes, please provide full details. Yes  No

Has any Insurance Company declined, cancelled, refused to renew, required an additional premium or imposed special terms? If yes, please provide full details. Yes  No

Do you have any criminal convictions (or been charged with a criminal offence but not yet tried)? Yes  No

I CONFIRM THAT I:

■ Am over 21 years of age and have held a full UK category B (car) licence for over 2 years. Yes  No

■ Have recent practical experience of driving a vehicle similar in size and type to that insured under this policy. (This must include a minimum of fifteen hours driving under supervision of a person with the relevant experience) If the vehicle insured is a Mobile Project vehicle see overleaf for definition and entitlement to drive. Yes  No

Or

■ Hold a category C (HGV) driving licence for the type and weight of vehicle insured under this policy. Yes  No

I/we, the undersigned, do hereby declare and warrant that the above statements and particulars are true and that within my/our knowledge there is no other material fact which should be disclosed.

I/we hereby agree that this supplementary declaration shall in conjunction with my/our proposal be the basis of a contract between me/us and the insurers.

Signed (Driver):

Signed (Insured):

Date:

Appendix 3

RISK ASSESSMENT VENUE .....

<b>Theatre Bath Bus</b>		<b>RISK ASSESSMENT SHEET</b>		
<b>NAME</b>		<b>DATE:</b>		<b>SHEET NUMBER</b>
<b>ACTIVITY/AREA:</b>				
<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>Risk Factor</b>	<b>CONTROL MEASURES</b>	<b>Reduced Risk Factor</b>
<b>SIGNED:</b>				
<b>REVIEW DATE: Next Team Meeting</b>				

Risk Factor: Low = 1 Light injuries, slight property damage . Medium = 2 Significant injuries (significant property damage.

High = 3 Death, major injury, major property damage

Likelihood of accident occurring: High 3 Medium 2 Low 1

Risk Factor Calculation: Risk X Likelihood = Reduced Risk Factor