



**The Coach Station
Foxholes Road
Leicester
LE3 1TH**

**Tel 0116 2874037
Fax: 0116 2876142**

www.ghwatts.co.uk

email: ghwattscoaches@btconnect.com

Statement of Intent

Health and Safety

G H Watts Coaches limited aspire to achieve the highest possible standard of health and safety and are committed to assessing and managing risk and therefore preventing harm to all staff, passengers and visitors and all those affected by our activities.

One of the longest running coach companies in the Leicester our open communication channels ensure that we are always able to plan, review and develop our policies further.

G H Watts Coaches are committed to providing
'Excellence through Service'

John Keeber

Director

Vehicles

- 18 – 83 Seater Coaches
- Manual or AS Tronic Transmission
- WC
- Servery
- DVD and Flat Screen Monitor
- Additional braking through hydraulic retarder
- Snow Tyres (Winter)
- Snow Chains (Winter)

Maintenance

- Safety Inspection every 6 weeks
- Defect sheet (weekly)
- V.O.R. (vehicle off road) system
- 24 hour workshop
- 24 hour breakdown cover



Driving Staff

- All drivers fully qualified
- Long serving experienced members of staff
- 3 monthly licence checks
- CRB (Criminal Records Bureau) checked
- All drivers fully trained in handling and operating vehicles
- ALL Driver carry CPC Card (Drivers Training)

Instruction and Information on hand

Itinerary pack containing the following information is given to feeder coach driver (if required) and main tour driver

- Name or party or school
- Address of party or school
- Main contact name and telephone number
- Pick up details date, time and location
- Full itinerary of tour
- Full details of any ferry bookings and reference numbers etc (if required)
- Full details of resort accommodation including contact telephone numbers
- Full details of departure from resort
- Full details of return ferry bookings and reference numbers (if required)
- Drop off points and times.

Rest

- As per E.U. regulations

Equipment

Vehicle complete with all emergency equipment

- First Aid Kit
- Fire Extinguishers
- Emergency Glass Hammers
- Ski Kit
- Wheel Chains
- Breathalyzer testers
- Hi Vis Vests

COMPANY

- Operating 54 years 1963 – 2017
- Family ran business for that personal touch
- Large enough to Cope
- Small enough to care
- Committed to excellence in all we do

Insurance – Whilst on the Road

- Property Damage
- Personal Injury
- Insurer – Unicorn Underwriting
- CERTIFICATE NO: UMF17000551A/00/01

Insurance – Third Party Liability

- Damage to property/ personal Injury
- Employers Liability
- Insurer – ERS
- Policy No: 50100221

External Inspection

- Audits
- VOSA

On boarding the coach

Once all luggage has been carefully and securely stored in the lockers of the coach and all passengers are seated the driver / co driver or feeder driver will speak to the party to ensure everyone is familiar with the coach and its safety features, this will include

- Seat Belts – Required by law and the onus to wear them is on the individual. Teachers and supervisors should ensure all passengers in their charge wear the belts provided.
- Emergency Exits – Their location and how to exit the coach from them. No children should be placed near these or the rear centre seat
- Arm Rests
- Tables (If fitted)
- Air Conditioning System and how to use it
- Lights
- First Aid Kit – Location
- Fire Extinguisher
- Drinks – Cost and choice etc
- Comfort stops en route
- Driver / Coach change overs (if required)

The main tour driver will also explain any of the following if he feels it is necessary to do so. This information may be conveyed to the group leader to explain to the party whichever is preferable

- Seat belt laws throughout Europe
- Passports – When needed and why
- Direction of traffic when alighting the coach
- Procedure for Leaving and returning to the coach
- What to do in the event of breakdown or mechanical fault. (Appendix A)
- In the event of an emergency. (Appendix B)

Appendix A

IN THE EVENT OF BREAKDOWN OR MECHANICAL FAILURE

- Driver to pull over and stop the vehicle when and where it is safe to do so
- Driver to contact G H Watts Coaches Office or on call mechanic.
- Driver explains fault to mechanic.

Outcomes

Not possible to rectify fault

Office will arrange recovery
Replacement Vehicle arranged

Correct fault by telephone

Fault rectified
Coach returned to service

Most of our vehicles are all on Manufactures Warranty.

Appendix B

WHAT TO DO IN THE EVENT OF A MEDICAL EMERGENCY

NON SERIOUS INJURY

- Driver offers first aid where appropriate with group representative
- Continue Journey
- Ensure first aid kit is restocked and resealed

SERIOUS INJURY OR MEDICAL PROBLEM

Call emergency services and where possible drive to an easy location point or service area

Notify G H Watts Coaches of problem

Emergency Contact Numbers

France –	operator 13, Ambulance 15, Police 17, Fire 18
Belgium -	Police 101, Fire 100, Ambulance 100
Luxembourg -	Ambulance 012, Fire 012, Police 113
Switzerland -	Fire 118, Police 117, Ambulance 144