



Helping Youth & Community from Start to Finish

RISK ASSESSMENT

MINI-BUS and CAR

Approved By	Adrian Woods
Date	1/09/2024
Next Review Date	31/08/2025

Assessments are carried out by Adrian Woods (AMW) and are based on the latest Government advice, Health and Safety Regulations and RoSPA 2015 guidelines (including Managing Safety in Schools and Colleges, 2012). All vehicles are to have appropriate insurance suitable for the carriage of young people.

<i>Risk Assessment – Transport (Minibus and Car)</i>			
Hazard	People Harmed	Risk Control	Further Action
Road Accident - driver	All	<p>The driver holds the relevant qualification for driving the minibus on their licence. A minibus competency test has also been passed as appropriate. (See Code of Practice No14 p26 for details)</p> <p>Current best practice is followed in respect of driving and rest hours. (See Code of Practice No14 p27 for details)</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled. (See Code of Practice No14 for details)</p>	Use current 2015 RoSPA guidelines.
Road Accident - vehicle	All	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. (See Code of Practice No14 p8-12 & p16-18 for details)</p> <p>Do not overload the vehicle if in doubt check at a public weighbridge. (See Code of Practice No14 p26 for details)</p> <p>Do not overload the combination of vehicle and trailer if in doubt check at a public weighbridge. (See Code of Practice No14 p26 for details)</p>	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road Accident – injuries to passengers	All	Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.	Staff supervision to ensure that this is complied with throughout the journey.

		<p>Exits must not be blocked with luggage or equipment.</p> <p>Young people must not be allowed to move around the vehicle when it is in motion.</p> <p>Young people must not distract the driver when the vehicle is in motion.</p> <p>Appropriate insurance is arranged for young people during the journey.</p>	
Road Accident	All	<p><i>If the accident is not serious.</i></p> <p>On normal road keep young people safe by remaining on the transport if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p><i>If the accident is serious</i></p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best as you can until emergency help arrives.</p>	<p>Control communications with parents.</p> <p>Contact appropriate organisation (school / LA / care home) as soon as possible.</p> <p>Control communications with parents.</p> <p>Contact appropriate organisation (school / LA / care home) as soon as possible.</p> <p>Co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents or guardians arrive.</p>

Mechanical breakdown - motorway	All	Get the party behind the side crash barrier as soon as possible.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. Check systems are in place to cover such circumstances i.e. RAC, AA or similar.
Mechanical breakdown - normal roads	All	On normal road keep pupils safe by remaining on the transport if it is safe to do so. If not move the young people to a safe location protected from oncoming traffic. When moving follow the highway code and use staff to supervise the young people to avoid danger.	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. Check systems are in place to cover such circumstances i.e. RAC, AA or similar.
Young person becomes ill or is injured	Young People	Young people informed what to do in the case of emergency. If appropriate drive to the nearest hospital with the casualty if not call emergency services. Member of staff identified to accompany the injured or ill young person to hospital if necessary. Staff will remain there until parents/guardians arrive or the patient is released.	Supervision reorganised to take into account the member of staff now off-site if minibus or car is able to continue its journey. Arrangements to return the member of staff and young person if necessary either to the intended venue if minibus or car is able to continue its journey.

Member of staff becomes ill or is injured	Staff	Supervision reorganised to take into account the member of staff now missing. Contact made with establishment so that next of kin can be informed as soon as possible. Plan B brought into play if supervision levels now prevent the original activities from taking place. Additional / replacement member of staff to join the venture to maintain supervision levels. Group return home early if supervision levels fall below the required standard for safety to be maintained.	Plan B prepared and fully risk assessed. AMW to advise.
Young Person gets lost	Young People	Head count taken on a regular basis especially when young people leave and re-board transport.	All staff
Child Protection	Young People	Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account.	If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.