

## Risk Assessment for Transport (Minibus)

| <b>Risk Assessment – Transport (Minibus)</b> |                      |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                              |
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| <b>Hazard</b>                                | <b>People Harmed</b> | <b>Risk Control</b>                                                                                                                                                                                                                                                                                                                     | <b>Further Action</b>                                                                                                                                        |
| Road Accident - driver                       | All                  | <p>The driver holds the relevant qualification for driving the minibus on their licence.</p> <p>Current best practice is followed in respect of driving and rest hours.</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</p>                                                            |                                                                                                                                                              |
| Road Accident - vehicle                      | All                  | <p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use.</p> <p>Minibus safety check at professional garage every 10 weeks, annual MOT and service regularly.</p> <p>Do not overload the vehicle if in doubt check at a public weighbridge.</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                  | <p>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Exits must not be blocked with luggage or equipment. 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> | Staff supervision to ensure that this is complied with throughout the journey.                                                                               |
| Road Accident                                | All                  | <p><b><i>If the accident is not serious.</i></b></p> <p>On normal road keep pupils 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</p>                                                                                                                      | <p>Control communications with parents.</p> <p>Contact school as soon as possible.</p>                                                                       |

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|                                        |              | <p>from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p> <p><b><i>If the accident is serious</i></b></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>Co-operate with the emergency services and two members of staff accompanies an injured young person to hospital where possible. They remain there until parents or guardians arrive.</p>                                   |
| Mechanical breakdown - motorway        | All          | <p>Get the party behind the side crash barrier as soon as possible.</p>                                                                                                                                                                                                                                                                                                                                        | <p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>Breakdown Policy:</p> <p>Reg No: CY64 DZP<br/> Policy No: 00019264MBP<br/> Breakdown No: 0800 389 1708<br/> 24 Hour Accident No: 0151 433 7225</p> |
| Mechanical breakdown - normal roads    | All          | <p>On normal road keep pupils 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>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>See above for breakdown cover.</p>                                                                                                                 |
| Young person becomes ill or is injured | Young People | <p>Young people informed what to do in the case of emergency.</p> <p>If appropriate drive to the nearest hospital with the casualty if not call emergency services.</p>                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                           |

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|                                           |              | <p>Members of staff identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Staff will remain there until parents/guardians arrive or the patient is released.</p>                                                                                                                                                                                                              | <p>Supervision reorganised to take into account the members of staff now off-site if minibus is able to continue its journey.</p> <p>Arrangements to return the member of staff and young person if necessary either to home or the intended venue if minibus is able to continue its journey.</p> |
| Member of staff becomes ill or is injured |              | <p>Supervision reorganised to take into account the member of staff now missing.</p> <p>Contact made with family so that next of kin can be informed as soon as possible.</p> <p>Additional / replacement member of staff to join the venture to maintain supervision levels if required.</p> <p>Group return home early if supervision levels fall below the required standard for safety to be maintained.</p> |                                                                                                                                                                                                                                                                                                    |
| Young Person gets lost                    | Young People | <p>Head count taken on a regular basis especially when young people leave and re-board transport.</p> <p>ID Cards with emergency details to be carried by young person at all times.</p>                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                    |
| 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.                                                                                                                                                                               |