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| **Name of activity, event, and location** | **Use of group minibus or leadrs cars for transporting young people** | **Date of risk assessment** |  | **Name of person doing this risk assessment** |  |
| **Date of next review** |  |

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| **What could go wrong?**  What hazard have you identified?  What are the risks from it? | **Who is at risk?** | **What are you going to do about it?**  How are the risks already controlled?  What extra controls are needed?  How will they be communicated to young people and adults and remain inclusive to all needs? | **Review & revise**  What has changed that needs to be thought about and controlled? |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  adult volunteers,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk.  For example, you may use a different piece of equipment, or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you are doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review*.* |
| **Injuries whilst getting on and of the minibus -**slips, trips, falls entrapment (figure in door for example) stuck by passing traffic |  | Select location of vehicle when loading and unloading, passengers to enter and exit vehicle from Nearside = nearest to the kerb.  Adult to oversee passenger loading / unloading  Make sure sliding doors are secure before loading |  |
| **Minibus and Driver(s) legal to drive -** Accident due to bus not being in a road worthy condition |  | Bus or Car has a valid MOT/road tax/ insurance/ section 19 permit or section 22 permit is displayed nearside of windscreen if required. There is a record up-to-date servicing or Trusted rental company used.  Driver checks on vehicle carried out. See ROSPA guidance.  Driver licence checks carried out by --------------.  If the journey includes driving abroad ensure you are aware of and follow all necessary rules and regulations for countries in which you will travel. ([Driving in the EU - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/driving-in-the-eu)  Drivers' assistant to agree driver is fit to drive.  Driver not to use mobile phone whilst vehicle is in motion or in driver's seat.  Driver must keep to speed limits for the vehicle (remember check highway code for different speed limits for different vehicles) |  |
| **Driver causing accident due to inadequate skill** |  | Check that driver has the appropriate DVLA licence and training for the vehicle or is covered by minibus permit and has had sufficient training.  Driver must be confident driving bus. |  |
| **Road traffic incident** |  | Seatbelts worn by all in the vehicle and visual check of this by driver before each journey. Appropriate child restraints (Minibus operators do not have to provide child restraints on minibuses, but if they are “available”, they must be used by children aged up to 12 years old or 135 cm in height, whichever comes first. “Available” means it:  • Conforms to the United Nations standard, ECE Regulation 44.04 (or R 44.03) or to the new i-size regulation, R129  • Is suitable for the child’s weight and size  • Can be properly fitted according to the manufacturer’s instructions.)  Adult driver assistant to prevent driver from being distracted by passengers, especially when children / young people are being transported. |  |
| **Operating alone -** strangers |  | Try to avoid operating a vehicle alone. If necessary let someone else know that you are there alone, giving them an idea of how long you expect to be.  Have a mobile phone and keep it on you.  Arrange pick-ups / meetings in an agreed place, where lots of people are around |  |
| **Existing health issues** |  | Driver to let others in the team know if there any health issues or concerns that may affect driving. (Driver must then under no circumstances drive the vehicle).  Driver and driver's assistant / accompanying adults to be aware of any pre-existing health issues of those on the vehicle |  |
| **Safeguarding** |  | Correct ratios to be followed for specific section requirements.  Follow Yellow Card |  |
| **Driving route not safe** |  | Check weather forecast and road conditions beforehand and only set off if safe to complete the journey. Make alternative arrangements postpone or cancel journey if necessary.  Take emergency equipment – e.g. shovel if snow is forecast.  Obey all police/local warnings and diversions. |  |
| **Getting lost** |  | Ensure the driver (s) are aware of the route to be taken before setting off. Appropriate maps/Sat Nav to be taken.  Check that the vehicle can travel the chosen route. E.g. narrow roads, low bridges. |  |
| **Tiredness** |  | Where possible share the driving  Plan route and ensure drivers have regular and adequate driving rest periods. (ROSPA recommends minimum of 15 mins every 2 hours)  If the driver / drivers would have been delivering or taking part in activities prior to the journey they are likely to become tired and need to have more regular breaks. |  |
| **Poor Incident management** |  | Have an appropriate first aid / break down (including warning triangle) / emergency kit. (Useful to include a large group shelter in case the group need to wait outside in poor conditions.) It's useful to have written guidance in the vehicle for what to do in the event of a break down / incident. Including useful contact numbers etc.  Ensure there is a means of summoning assistance if the vehicle breaks down or there is an incident.  Driver / drivers assistant /accompanying adults to make dynamic assess risk assessment and decide on course of action dependent on weather, communications, position of breakdown, age of passengers.  Ideally, if possible, choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of young people. Put hazard light on and call 999 if on roadside and cannot disembark.  Strict supervision of passengers at all times.  Young People to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. Disembark in single file.  If stopped on a motorway the assembly point is to be safely behind the hard shoulder barrier. |  |
| **Fire Hazards** |  | Appropriate fire hazard procedures should be in place / fire extinguisher available with driver aware how to operate this if required. Driver assistant to help with management of passengers / fire incident |  |
| **Passenger taken ill** |  | Driver assistant in place so that issues can be managed with minimal driver distraction.  Those prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards to the front.  Driver / drivers assistant / accompanying adults should be made aware in advance of the journey of individual who suffer with travel sickness.  If medication for travel sickness is taken prior to journey, ensure leaders driver / drivers assistant / accompanying adults are aware of this, also be aware of any allergies / medical conditions that children suffer from before visit and ensure that proper precautions are taken.  Have access to sick bags, buckets, have access to cleaning spills kit, including gloves and body spill granules, vomit absorbent powder. If necessary, stop as soon as it is safe to do so evacuate vehicle if necessary to clean up and dispose of waste responsibly / correctly. |  |
| **Forgotten / lost / abducted passanger** |  | Registers / head counts to be taken each time the vehicle is loaded / unloaded.  During rest breaks young people to be given clearly defined areas in which to stay.  Young people to be in groups never on their own (minimum of three). Young People should not go to the toilet area without the knowledge/supervision of a leader.  Leaders to be positioned where they can see toilet entrances and to avoid possible abduction / absconsion. |  |
| **Injury caused by Lose Lugguage / objects** |  | Stow and secure baggage, baggage should not obstruct exits or be above the tops of seats or obstruct the driver’s rear view. |  |
| **Refuelling incident** |  | Passengers should not accompany / standby / chat with the individual responsible for fuelling the vehicle.  The rules of the forecourt / garage should be followed, no smoking, usually no use of mobile phones etc. |  |
| **Driving Minibus on Campsites**  Collision with vehicles or pedestrians |  | Do not exceed Campsite speed limit (5 mph) and take extra care for young people with an altered sense of safety on mainly pedestrian sites.  Extra care in the dark / dusk.  Use hazard lights and dipped headlights to be better seen |  |

Don ‘t forget, as part of your programme planning, you should have contingency activities in reserve just in case you cannot do what was planned or you need to stop halfway through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.