

# RISK ASSESSMENT Minibus

Hazard	People Harmed	Risk Control	Further Action
Road Accident - driver	All	<ul style="list-style-type: none"> <li>The driver holds the relevant qualification for driving the minibus on their licence.</li> <li>Current best practice is followed in respect of driving and rest hours.</li> <li>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</li> </ul>	
Road Accident - vehicle	All	<ul style="list-style-type: none"> <li>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use.</li> <li>Do not overload the vehicle if in doubt check at a public weighbridge.</li> </ul>	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	<ul style="list-style-type: none"> <li>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</li> <li>Exits must not be blocked with luggage or equipment.</li> <li>Young people must not be allowed to move around the vehicle when it is in motion.</li> <li>Young people must not distract the driver when the vehicle is in motion.</li> </ul>	.
Road Accident	All	<ul style="list-style-type: none"> <li><b><i>If the accident is not serious.</i></b></li> <li>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</li> <li>If not move the young people to a safe location protected from oncoming traffic.</li> <li>When moving follow the highway code and use staff to supervise the young people to avoid danger.</li> <li>-----</li> <li><b><i>If the accident is serious</i></b></li> <li>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.</li> <li>Deal with casualties as best as you can until emergency help arrives.</li> </ul>	<p>Control communications with parents.</p> <p>Contact in touch contact as soon as possible.</p> <p>-----</p> <p>Control communications with parents.</p> <p>Contact In touch contact as soon as possible. Follow Gilwell incident requirements.</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	<ul style="list-style-type: none"> <li>• Get the party behind the side crash barrier as soon as possible.</li> <li>• Contact breakdown services as highlighted in the minibus</li> </ul>	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
Mechanical breakdown - normal roads	All	<ul style="list-style-type: none"> <li>• On normal road keep scouts safe by remaining on the transport if it is safe to do so.</li> <li>• If not move the young people to a safe location protected from oncoming traffic.</li> <li>• When moving follow the highway code and use staff to supervise the young people to avoid danger.</li> <li>• Contact breakdown services as highlighted in the minibus</li> </ul>	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
Young person becomes ill or is injured	Young People	<ul style="list-style-type: none"> <li>• Young people informed what to do in the case of emergency.</li> <li>• If appropriate drive to the nearest hospital with the casualty if not call emergency services.</li> <li>• Leader identified to accompany the injured or ill young person to hospital if necessary.</li> <li>• Leaders will remain there until parents/guardians arrive or the patient is released.</li> </ul>	Supervision reorganised to take into account the leader now off-site if minibus is able to continue its journey.  Arrangements to return the leader and young person if necessary either to 'home' or the intended venue if minibus is able to continue its journey.
Member of "staff" becomes ill or is injured	"Staff"	<ul style="list-style-type: none"> <li>• Supervision reorganised to take into account the leader now missing.</li> <li>• Contact made with establishment so that next of kin can be informed as soon as possible.</li> <li>• Plan B brought into play if supervision levels now prevent the original activities from taking place.</li> <li>• Additional / replacement member of staff to join the venture to maintain supervision levels.</li> <li>• Group return home early if supervision levels fall below the required standard for safety to be maintained.</li> </ul>	Plan B prepared and fully risk assessed.
Young Person gets lost	Young People	<ul style="list-style-type: none"> <li>• Head count taken on a regular basis especially when young people leave and re-board transport.</li> </ul>	
Child Protection	Young People	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.