

**Risk Assessment for Transport (Minibus)**

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 (MiDAS) has also been passed as appropriate.</p> <p>Current best practice is followed in respect of driving and rest hours. Break the journey – Max 2 hours before rest</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</p>	Use current RoSPA / MiDAS guidelines. Check for updates
Road Accident - vehicle	All	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Complete check sheet.</p> <p>Do not overload the vehicle if in doubt check at a public weighbridge.</p> <p>Do not overload the combination of vehicle and trailer if in doubt check at a public weighbridge.</p>	<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.</p> <p>Current MOT Certificate Insurance Certificate Fire Extinguisher First aid Kit Fault Reporting System Conditions of Use document Journey risk assessment</p>
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.</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>	Leader 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 members 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>In Touch system in place. Make contact as soon as possible.</p> <p>Report to Police and Insurance within 24 hours</p>

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		<p><b><i>If the accident is serious</i></b>          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.          Deal with casualties as best as you can until emergency help arrives.</p>	<p>In Touch system in place.</p> <p>Refer to Purple Card regarding contact with Scout Association</p> <p>Co-operate with the emergency services and at least one leader accompanies an injured young person to hospital. 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.          Park vehicle with wheels turned towards the kerb          Evacuate using near side doors only          Have hi viz jackets for Leaders as a minimum</p>	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport can be arranged and arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Mechanical breakdown - normal roads	All	<p>On normal road keep members 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 leaders / adults 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 can be arranged and arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Young person becomes ill or is injured	Young People	<p>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.          Leader / Adult identified to accompany the injured or ill young person to hospital if necessary.</p> <p>Leader will remain there until parents/guardians arrive or the patient is released.</p>	<p>In Touch system in place.</p> <p>Yellow Card – Child protection protocols          Supervision reorganised to take into account the Leader / adult now unavailable if minibus is able to continue its journey.          Arrangements to return the Leader / Adult and young person if necessary either to home or the intended destination if minibus is able to continue its journey.</p>
Leader / Adult becomes ill or is injured	Leaders / Adults	<p>Supervision reorganised to take into account the Leader / Adult now missing.          Two drivers are better than one policy          'In touch' arrangements so contact made with next of kin as soon as</p>	<p>Does the Scout Association need to be aware?          If in doubt – Call them</p>

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		<p>possible.                  Plan B brought into play if supervision levels now prevent the original activities from taking place.                  If possible arrange for an additional / replacement Leader / adult 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.</p>	<p>Plan B prepared and fully risk assessed.                   Scout Association activity supervision guidelines</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>	
Child Protection	Young People	<p>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 into account.</p>	<p>Yellow Card procedures.                  If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.</p>

This Risk assessment seen and agreed by:

Name	Signature	Date

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Notes:

**Other useful equipment to carry in a minibus**

- instructions and contact details for handling an emergency
- insurance policy details
- breakdown policy details, contact numbers etc
- mobile phone/phonecard/change for telephone - for emergencies
- high visibility coat (BS EN 471)
- portable flashing beacon
- working torch