

## High Adventure OEC Risk Assessment - Mini Buses / Transporting participants

Minimum Leader qualification		Mini Buses - D1 / PCV      Car/van - Full license	
Max group size		Mini Buses - 1 driver 16 passengers - Car/van 1 driver 4 passengers	
Hazard	People at risk	On session control	Risk (minimal, manageable, unacceptable)
Vehicle (Fleet vehicle)	Staff Participants Other road users	<p>Vehicle is roadworthy</p> <p>Driver has undertaken DVLA PCV Training and Assessment</p> <p>Driver undertakes vehicle check before setting off</p> <p>Any defects are immediately notified to the Manager so that the appropriate action/repair can be carried out</p> <p>Vehicle has breakdown cover in the event of a breakdown</p> <p>First aid kit and fire extinguisher on board</p> <p>Vehicle must have seat belts in full working condition for all passengers</p>	Manageable
Vehicle (Staff vehicle)	Staff Participants Other road users	<p>Staff vehicle is roadworthy as certified by the driver (Appropriate documentation in place and must be available for inspection on request)</p> <p>Staff will not use their own car if the appropriate documentation is not in place, or if they have any concerns regarding the roadworthiness of their vehicle</p> <p>Vehicle must have seat belts in full working condition for all passengers</p>	Manageable
Driver	Staff Participants Other road users	<p>Drivers hold a full and valid UK driving licence / PCV license</p> <p>Staff using their own vehicles, have insurance to include business use</p> <p>Drivers of Mini buses have read the Normal Operating Procedure for mini buses and understand their obligations</p> <p>Staff transporting participants on their own have enhanced CRB clearance</p> <p>Drivers must not use hand held mobile phones whilst driving</p> <p>Drivers must not attempt to transport participants under the influence of alcohol or drugs</p>	Manageable
Vehicle breakdown	Staff Participants Other road users	<p>Staff are aware of procedures in the event of vehicle breakdown and deemed competent by management to deal with the situation</p> <p>Staff carry mobile telephones to enable them to maintain communication with the centre</p> <p>Driver to ensure that participants and other passengers are familiar with procedures in the event of a breakdown</p>	Manageable
Getting on and off the vehicle	Staff Participants	<p>Children must always be supervised getting in and out of the vehicle</p> <p>Driver or escort must always be the first to exit the vehicle - to ensure pupil safety as they exit (to prevent pupils from running across a car park or road etc)</p> <p>Passengers must only be allowed to board or alight when the vehicle is at a complete standstill and safely parked</p>	Manageable

Journey	Staff Participants	<p>Driver to plan route before departure</p> <p>Driver to allow sufficient time to reach destination</p> <p>Driver to plan breaks on longer journeys</p> <p>In case of delay or change of plan, driver to ensure that centre is notified</p> <p>Driver to ensure that they have adequate fuel for the journey</p> <p>No journey to be undertaken without prior management sanction</p>	Manageable
Pupil Behaviour	Staff Participants Other road users	<p>Participants instructed in safe behaviour whilst travelling in a vehicle before departure</p> <p>Clear behaviour expectations and sanctions are established</p> <p>Participants must not be allowed to interfere with any dashboard controls, even when the vehicle is stationary and the engine is not running</p> <p>Driver aware of procedure in the event of a participant absconding when a vehicle comes to a stop</p> <p>Driver should be aware of individual participant risk assessments</p> <p>Driver to consult with senior management if they have any concerns re participant numbers in a vehicle or issues with individual children</p>	Manageable
Staff management	Staff Participants Other road users	<p>Driver to ensure that participant are instructed in safe behaviour whilst travelling in a vehicle before departure</p> <p>Driver to ensure that the carrying capacity of the vehicle is not exceeded: 1 person = 1 seat</p> <p>Driver to ensure that passengers with any special needs are seated comfortably</p> <p>Driver to ensure that all luggage and bags are stored away safely</p> <p>Driver to ensure that the gangway is kept clear of obstruction in the minibus</p> <p>Staff and participant instructed to wear seatbelts at all times throughout the journey and not to release seatbelts until instructed that it is safe to do so by the driver</p> <p>Staff to ensure that the appropriate car seats are used where legally required</p> <p>Participant must never be left unsupervised in a vehicle or if the vehicle breaks down</p> <p>Children must never be used to direct the vehicle if the driver needs to reverse</p> <p>The side doors and front doors of the minibus should never be locked whilst the vehicle is in transit, in case it is needed in the event of an emergency.</p> <p>Driver to ensure means of communication e.g. mobile phone</p> <p>The good housekeeping of minibuses is the responsibility of the driver, who should ensure that the vehicle is cleaned out at the end of the journey.</p> <p>Driver to conduct a headcount of participant at regular intervals and always before setting off</p> <p>When using a Minibus, driver to do the pre-trip checks and record start mileage</p> <p>Responsibility for fuelling the minibus lies primarily with the driver</p> <p>Drivers should not return a minibus to site with less than <math>\frac{1}{4}</math> of a tank of fuel</p> <p>Drivers aware of type of fuel each vehicle needs</p>	Manageable

Driver taken ill	Staff Participants	Staff to determine whether there is a requirement for more than one driver on certain journeys Driver has considered what to do if they were taken ill whilst required to transport participant Pupils briefed in emergency procedures	Manageable
Weather conditions	Staff Participants Other road users	Drivers to ensure that they are aware of the risks associated with specific weather conditions and drive in accordance with them	Manageable
Emergency situation	Staff Participants Other road users	Staff are aware of procedures in the event of an accident/incident and deemed competent by management to deal with the situation Staff carry mobile telephones to enable them to maintain communication with the Centre Driver to ensure that passengers are familiar with procedures in the event of an emergency	Manageable

### **Essential equipment**

Driver - Drivers card, mobile phone

In the minibus - First aid kit, spare taco disks, fuel card, fire extinguisher, jumper leads, ice scrapper, de-frost spray, Log Book