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|  | **Safe Use of Minibuses Risk Assessment (H&S Update – August 2017)** |  |

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| Operations/Work Activities covered by this assessment: | **Safe use of minibuses** | | |
| Site Address/Location: |  | Department/Service/Team: |  |
| **Note:** A person specific assessment must be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | | | |
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| Likelihood | Severity | Risk Rating | | who | when | | complete | Likelihood | | Severity | Risk Rating | |
| *(Name)* | *(Date)* | | *(Date)* |
| **Inadequate management** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Are appropriate written records kept e.g. Vehicle documents, maintenance records, operating log, list of authorised drivers, training records.  All journeys adequately planned including routes and rest stops.  Vehicle defect reporting system is in place. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Driver tiredness** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Arrangements are in place as regards: controlling driver’s hours (maximum driving time, rest breaks, relief drivers etc.)  Driver(s) have a current, clean driving licence which is checked annually.  Parental consent has been obtained for pupils being transported in the minibus. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **The vehicle – legal requirements** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | The minibus MUST be fitted with seatbelts  The vehicle is correctly licensed.  A valid tax disc is displayed in the vehicle.  The vehicle is maintained in accordance with the manufacturer’s instructions and NCC policy.  Where the vehicle is over one year old it will have a valid MOT certificate. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Road traffic accidents** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Are drivers ‘competent’ to drive a minibus?  Driver(s) have a current, clean driving licence which is checked annually. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Inadequate training** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Are drivers authorised to drive the minibus, e.g. hold a current NCC permit to drive?  Drivers are made aware of their overall personal responsibility for providing a safe service by ensuring; the road worthiness of the vehicle, personal fitness to drive (effected by medication, alcohol, drugs or tiredness), weight is evenly distributed, the maximum weight capacity of the vehicle is not exceeded, seatbelts are worn and luggage is securely stowed. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Lack of procedure to check for defects** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Pre-drive safety checks carried out on both the interior and exterior to ensure the vehicle is in a safe condition (a check list / log book should be used). | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Distracting the driver** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Adequate, suitable (i.e. trained) supervision is provided (pupils must not be left alone unaccompanied on the minibus).  Passengers are aware of their expected behaviour e.g. not to district the driver and to remain seated whilst the vehicle is in motion etc. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Reversing** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death | Pupils must NOT be used to assist the drive to reverse (i.e. adults only to be used). | |  |  |  | |  |  |  | |  |  |  | | |  |
| **DBS Checks** | Staff and pupils could experience physical or psychological harm / abuse. | Driver(s) / Escort(s) will receive a DBS check prior to work.  Staff aware of safeguarding children reporting procedures and designated safeguarding officer. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Abduction** | Staff and pupils could experience physical or psychological harm / abuse. | Only suitable and agreed pick up points are used.  Procedures are in place as regards collection of children, i.e. are children being safely met i.e. they must be met or a pre-arranged agreement must be given in writing by parent / carer. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Emergency / equipment to be carried on the minibus** | In the event of an emergency staff and pupils may suffer as a result of inadequate emergency equipment e.g. inadequate fire or first aid provisions. | First aid kit (contents checked and stocked correctly)  Fire extinguisher (Foam or CO2)  Insurance / breakdown contact details  Emergency means of communication / emergency contact details (mobile phone – only to be used when NOT driving)  Accident violent incident report forms (SR3/5)  Torch (in working order)  Vehicle defect report forms  Road map (do not rely solely on Sat nav. units)  Any medication required by passengers for emergency situation (i.e. inhalers) | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Emergency situations** | In an emergency situation staff, pupils and members of the public may be subject to serious injury / death. | Are drivers aware of the actions to take in the event of an emergency e.g.: Road traffic accident, fire, illness, breakdown, adverse weather. | |  |  |  | |  |  |  | |  |  |  | | |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | | | Review Date (*Step 5*) : | | | | | | | | |
| Assessors Signature: | | | Date: | | | | Authorised By: | | | | Date: | | | | | | |

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| **Risk Definitions** | |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **must** have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy. |

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| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low  **(The event is unlikely to happen)** | Medium  **(It is fairly likely it will happen)** | High  **(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring | | |