

Lindley Educational Trust

Hollowford Centre

**Risk Assessment****Minibus Travel****Includes considerations for crossing roads and approach to venues**

Current as of June 2011

By Mark Williams

Review date by 1<sup>st</sup> May 2012

HAZARD	RISK	CONTROL MEASURE	FURTHER ACTION REQUIRED	RESPONSIBILITY / DUE & COMPLETED DATES
Vehicle	Poor working order	All Centre vehicles (owed & leased) have 12-week safety inspections, frequent in-house checks and are serviced inline with manufacturers recommendations. All damage or issues to vehicles are reported, unfit vehicles are NOT used Hire vehicles are checked at the start of the hire period to ensure that there are no obvious defects.	No further action at this stage	
Trailers	Poor working order	All trailers are annually serviced. In-house inspections for damage / defects. Any damage is reported and if unfit trailer is removed from service	No further action at this stage	
Road traffic accident	Damage to vehicles, injury to people	Drivers hold the appropriate driving licence for driving the minibus + towing trailer. All drivers receive an induction. All drivers are experienced minibus drivers. All driving licences checked annually, all drivers are required to inform us if they receive penalty points. All drivers to drive at a safe and sensible speed according to road conditions. All vehicles equipped with first aid kit and fire extinguisher. Seat belts are provided and all passengers in the front must wear seat belts, others are encouraged to wear seat belts (all those under the age of 18 must wear seat belts). All drivers hold a First Aid certificate. Normal practice is clients under 18 years of age will not travel in the front seats Any luggage must be appropriately stowed and must not block any exit	No further action at this stage	
Driver error	Motor accident and Injuries	Drivers hold the appropriate driving licence for driving the minibus + towing trailer. All drivers receive an induction. All driving licences checked annually, all drivers are required to inform us if they receive penalty points.	Consider ongoing up date training of all drivers.	Mark + Chris by July 2009

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### Minibus Travel

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<b>HAZARD</b>	<b>RISK</b>	<b>CONTROL MEASURE</b>	<b>FURTHER ACTION REQUIRED</b>	<b>RESPONSIBILITY / DUE &amp; COMPLETED DATES</b>
Parking and getting on and off vehicles	Slips, trips and falls, Other traffic	When ever possible minibuses should be parked with the side door adjacent to the curb. Whenever possible park in positions where the ground outside the exits is flat. Passengers advised to use side door only	No further action at this stage	
Walking on pavements / along road side	Being hit by traffic	Instructor / visiting staff should highlight the risk and when walking along roads especially where there are no pavements, ensure that group members keep to the side of the road.	No further action at this stage	
Crossing Roads	Being hit by traffic	Instructor / visiting staff to supervise safe crossing of the road with young people. Selecting a sensible position to cross with good visibility.	No further action at this stage	
Participants	Various	Participants asked to share relevant previous & existing medical issues. Visiting group leaders asked any other (eg behavioural) issues Staff ratios (group size) amended as required	No further action at this stage	