Risk Assessment

Name of activity/ event/ location	Travel by minibus	Date of risk assessment	01/10/2021	Name of who undertook this risk assessment	Ian Robinson and Gerard O'Neill

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard – something that may cause harm or damage. *Risk – the chance of it happening.*	*Young people, Leaders, Visitors?*	*Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.*	*Keep checking throughout the activity in case you need to change it…or even stop it! This is a great place to add comments which will be used as part of the review.*
Hazard -Seatbelts Risk - seatbelt not being used and an accident happening	All	All travellers must agree to wearing a seatbelt. A check is performed to ensure that they are wearing a seatbelt. All vehicles must have seat belts fitted.Drivers must have correct permission to drive minibus on licence.	
Hazard - Minibus/car breakdown Risk - Breakdown on busy motorway/road	All	Minibus to be kept roadworthy/serviced and MOT - KDSC responsible for minibus. Hirers to advise District Minibus contact if any issue with minibus identified, Breakdown service provided for minibus Perform a visual inspection prior to departure. If minibus breaks down everyone to safely exit minibus/car on verge side and get as far away from road as possible and wait for assistance.	
Hazard - tiredness Risk - accident - injury/death	All	Regularly break the drive (every 2-3 hours). Ensure drivers are well rested. Start time for the event is neither too early or too late to try and ensure that drivers are well rested. If in convoy drivers to advise convoy leader if they feel tired so a rest break can be undertaken. Drive time factors in rest breaks.	
Hazard - Insurance risk Risk - vehicle not appropriately insured	All	All vehicles utilised for Scouting (including trailers) must have current comprehensive insurance. Confirm with drivers that this is the case. If in doubt ask to see insurance coverage. If this is not provided then don't use.	

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety

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Hazard - Forget someone Risk - someone is left behind - injury/death	All	Ensure activity register completed and perform a head count before leaving, at any scheduled stops and on arrival. Also do the same for the return leg of the journey. Need to ensure that attendee list includes details of adults as well as Young People.	
Hazard - licensed drivers Risk - drivers not licensed and therefore not competent	All	Check that drivers are licenced. If driving minibus drivers must have correct permission to allow them to drive minibus. (D1) Record down licence details.	
Hazard - Getting lost Risk - Not arriving at venue	All	Check all drivers have the address of the venue and means to navigate themselves (map, sat nav or google maps). Ensure group have a fully charged mobile phone with sufficient credit.	
Hazard - distraction Risk - accident - injury/death	All	Ensure that passengers are briefed before the trip. Knowing where we are going (map provided) and having appropriate stops. If different passengers are causing distractions they can be seperated. Worst case is that parents can be asked to pick up their children. Organising activities, games, music etc minimises risk of passengers becoming distracted. Have a navigator/adult in the car/minibus to control passengers. Ensure minibus is not overcrowded. Break every 2-3 hours.	

Review due:
A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.

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