

St Simon St Judes Church Lads and Church Girls Brigade

RISK ASSESSMENT for Offsite activities. Minibus Travel

Name of Assessor: c woodhouse Assessor's Signature: Chris Woodhouse Date 18TH May 09

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Planning Brigade activities	<ul style="list-style-type: none"> Parental/carer permission and understanding of transport arrangements for activities 	<ul style="list-style-type: none"> Parents/carers not knowing about procedures and expectations 	M	<ul style="list-style-type: none"> Issue a letter giving details of brigade activities, transport possibilities . 	L	<ul style="list-style-type: none"> Letter sent to parents / carers along with any other information
Type of vehicle to be used to brigade members (Minibus, coach or private car)	minibus minibus	<ul style="list-style-type: none"> Fuel and breakdown R.T.A. Adult alone with members 	M H	<ul style="list-style-type: none"> Maintained and serviced on a regular basis and pre-user checks made prior to journey Mobile phone available Roadworthy condition and other legal requirements Sit in rear, no volunteer alone with members 	L L	<ul style="list-style-type: none"> Under current law the driver is responsible for the roadworthiness of the vehicle Brigade to use well known companies or ask others see who they have used
Passenger safety and supervision	<ul style="list-style-type: none"> Insufficient supervision 	<ul style="list-style-type: none"> Inappropriate behaviour 	M	<ul style="list-style-type: none"> Recommended staff-member ratios are complied with Staff are appropriately qualified and 	L	

				<ul style="list-style-type: none"> experience to supervise travel • Child protection measures are fully implemented • Inexperience staff to be accompanied 		
Prior to departure	<ul style="list-style-type: none"> • Parental/carer knowledge of activities 	<ul style="list-style-type: none"> • Parents/carers unaware of details such as venue and collection and dispersal points 	M	<ul style="list-style-type: none"> • Publicize details (including estimated time of return) 	L	<ul style="list-style-type: none"> • Check with members that parents are fully aware of details
	<ul style="list-style-type: none"> • Members left behind 	<ul style="list-style-type: none"> • Members faced with difficult choices to make 	M	<ul style="list-style-type: none"> • Procedure in place for late alteration of details • Register taken before departure 	L	
	<ul style="list-style-type: none"> • Brigade unaware of those involved 	<ul style="list-style-type: none"> • Brigade unaware of members & staff involved 	M	<ul style="list-style-type: none"> • Take a list of members on the trip • Copy of register left or available to point of contact person 	L	<ul style="list-style-type: none"> • Inform HQ of changes
The journey to and from an inter-brigade fixture	<ul style="list-style-type: none"> • The vehicle / other road users 	<ul style="list-style-type: none"> • Road traffic accident leading to minor or severe injury / death 	M	<ul style="list-style-type: none"> • Competent drivers used • Members not to distract the driver • Speed limits adhered to at all times • Route is planned in advance • All drivers should know the route 	L	<ul style="list-style-type: none"> • Travelling in convoy is not recommended as it can divert a driver's attention.
	<ul style="list-style-type: none"> • Driver fatigue 	<ul style="list-style-type: none"> • Falling asleep whilst driving 	H	<ul style="list-style-type: none"> • Regular breaks or two drivers used for longer journeys 	L	<ul style="list-style-type: none"> • Careful consideration should be given to journeys taking place after a days work

	<ul style="list-style-type: none"> • Body fluids 	<ul style="list-style-type: none"> • Infection through contact with blood, vomit, urine or faeces 	M	<ul style="list-style-type: none"> • Plan route to allow sufficient breaks for toilet facilities 	L	
	<ul style="list-style-type: none"> • Members standing up or moving around when vehicle is moving • Aisles or students blocked by bags who put their legs across seats • 	<ul style="list-style-type: none"> • Minor injury risk from falling over • Breaking limbs or spraining muscles In the event of the need to evacuate the minibus quickly there is a risk of impending such accident 	M	<ul style="list-style-type: none"> • Seat belt are fitted and worn at all times whilst vehicle is moving 	L	
	<ul style="list-style-type: none"> • members opening doors when vehicle is moving 	<ul style="list-style-type: none"> • Severe injury risk through falling through open doors 	H	<ul style="list-style-type: none"> • Members instructed to stay in seats until directed to move • Where fitted, child-lock devices should be activated 	L	
	<ul style="list-style-type: none"> • Members opening windows and throwing object out of vehicle 	<ul style="list-style-type: none"> • Risk of injury to pedestrians or other road users 	H	<ul style="list-style-type: none"> • Instruction given not to open windows without permission 	L	
Arrival at the venue	<ul style="list-style-type: none"> • Members disembarking in an exposed or potentially dangerous situation 	<ul style="list-style-type: none"> • Risk of injury from other vehicles on roadside or in car park 	M	<ul style="list-style-type: none"> • Adult to disembark first to direct members to an assembly point • The same procedures should apply when preparing to leave the venue • Minibus driver to establish a safe 	L	

				assembly point whilst securing minibus		
Departing venue	<ul style="list-style-type: none"> Members left behind 		M	<ul style="list-style-type: none"> Registration and head count before departure Repeat head count just prior to moving off 	L	
Disembarkation and dispersal	<ul style="list-style-type: none"> Members dropped off along the route Parent not being at Church Hall on arrival back 	<ul style="list-style-type: none"> Parents may be unaware of this Members dropped in unsafe location Members left unsupervised on at church hall 	M M	<ul style="list-style-type: none"> Parents to be informed Members to be dropped off other than at Church Hall Staff to stay with students until parents arrives Use of mobile phone 	L L	<ul style="list-style-type: none"> Make sure drop-off is made safely

Know the speed limits and not exceed them. For passenger vehicles capable of carrying more than 8 passengers the speed limits are:

Motorways	Dual Carriageways	Other Roads
70 mph	60 mph	50 mph