

**18th Ipswich Scouts**

**Minibus Risk Assessment,**

**Date : 8th October 2012**

<b>Risk Assessment – Transport (Minibus)</b>			
<b>Hazard</b>	<b>People Harmed</b>	<b>Risk Control</b>	<b>Further Action</b>
Road Accident - driver	All	The driver holds the relevant qualification for driving the minibus on their licence. Current best practice is followed in respect of driving and rest hours. Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.	Use current RoSPA guidelines.
Road Accident - vehicle	All	Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. Do not overload the vehicle if in doubt check at a public weighbridge. Do not overload the combination of vehicle and trailer if in doubt check at a public weighbridge.	The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.
Road Accident – injuries to passengers	All	Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion. Exits must not be blocked with luggage or equipment. Young people must not be allowed to move around the vehicle when it is in motion. Young people must not distract the driver when the vehicle is in motion. Appropriate insurance is arranged for young people during the journey,	Volunteer supervision to ensure that this is complied with throughout the journey.
Road Accident	All	<b><i>If the accident is not serious .</i></b> On normal road keep passengers safe by remaining on the transport if it is safe to do so. If not move the passengers to a safe location protected from oncoming traffic.	Control communications with parents. Contact 'InTouch' nominee as soon as possible.

		<p>supervise the young people to avoid danger.</p> <p><b><i>If the accident is serious</i></b></p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best as you can until emergency help arrives.</p>	<p>Control communications.</p> <p>Contact GSL, District Commissioner, and <b>Scout emergency Line 0845 300 1818</b></p> <p>Co-operate with the emergency services and at least one member volunteer accompanies an injured person to hospital. They remain there until parents or guardians arrive.</p>
Mechanical breakdown - motorway	All	<p>Get the party behind the side crash barrier as soon as possible.</p>	<p>Keep the passengers in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Mechanical breakdown - normal roads	All	<p>On normal road keep pupils safe by remaining on the transport if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	<p>Keep the passengers in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Young person becomes ill or is injured	Young People	<p>Young people informed what to do in the case of emergency.</p> <p>If appropriate drive to the nearest hospital with the casualty if not call emergency services.</p> <p>Volunteer identified to accompany the injured or ill young person to hospital if necessary.</p>	<p>Supervision reorganised to take into account the member of staff now off- site if minibus is able to continue its journey.</p> <p>Arrangements to return the member of staff and young person if necessary either to school or the intended venue if minibus is able to continue its</p>
		<p>Volunteer will remain there until parents/guardians arrive or the patient is released.</p>	<p>journey.</p>

Adult Volunteer becomes ill or is injured	Volunteer	Supervision reorganised to take into account the Adult Volunteer now missing. Contact made 'InTouch' so that next of kin can be informed as soon as possible. Plan B brought into play if supervision levels now prevent the original activities from taking place. Additional / replacement Adult Volunteer to join the venture to maintain supervision levels. Group return home early if supervision levels fall below the required	Plan B prepared and fully risk assessed. Contact GSL/District Commissioner for advice.
Young Person gets lost	Young People	Head count taken on a regular basis especially when young people leave and re-board transport. Suggest use of 'Buddy System'	
Child Protection	Young People	Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account	If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision

This Risk assessment seen and agreed by:

Name	Signature	Date