

**DERBYSHIRE COUNTY COUNCIL
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS
CHILDREN & YOUNGER ADULTS (CAYA)**



GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

Transport and Journeys

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre			
Date of Assessment	8/10/13	Date of Issue	1 January 2014
Assessment carried out by	Don Smith	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
Nov/Dec 2014	Don Smith	18/11/14	Y	
Nov/Dec 2015	Paul Smith	1/3/16	Y	
Jan 2017	Paul Smith	1/2/17		N
Nov 17	Paul Smith	16/11/17		N
Nov 18				

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	Ian Price
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p>Tripping while entering/exiting bus, minibus, train or car.</p> <p>Accident caused by driver being distracted.</p> <p>Injury sustained while leaning out of vehicle window.</p> <p>Injury sustained while out of vehicle awaiting breakdown recovery.</p> <p>Traffic.</p> <p>Safeguarding</p>	<ul style="list-style-type: none"> • Groups supervised on embarkation and alighting. • Group briefing on muster areas and any specific hazards. • Additional staff will supervise group during journey when appropriate. • Group briefed on appropriate behaviour when in vehicle. • Group briefed not to lean out of windows or to put hands or arms out of windows. • Staff to monitor behaviour during journey. • Group to be briefed on action in case of a breakdown. • Group will be led away from vehicle and to a safe place to await recovery. • Group will be closely supervised at all times. • Group will be briefed on any specific hazards at particular locations where appropriate. • Group briefing and management. • Staff vigilance. 	X	Driver, group leader or instructor working with the group			

<p>Inappropriate behaviour.</p>	<ul style="list-style-type: none"> • Group briefing and management 					
<p>Injury sustained on moving vehicle.</p>	<ul style="list-style-type: none"> • Groups briefed to remain seated while vehicle is in motion. • Staff to supervise group on journey and intervene if necessary to prevent injury. • Seat belts to be worn by everyone, this to be checked by driver at start of journey and monitored as appropriate. 					
<p>Illness</p>	<ul style="list-style-type: none"> • Information about existing medical conditions known by staff. • DCC transport guidelines to be followed when using transport 			<p>Ensure staff or individuals are carrying appropriate inhaler, epipen etc.</p> <p>New information passed on as and when appropriate.</p>		