

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: Transport and Journeys

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre			
Date of Assessment	8/06/20	Date of Issue	15 th June 2020
Assessment carried out by	Ian Wilson	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
8 th June 2020	Ian Wilson		Y	
20 th November 2020	Ian Wilson		N	
Nov/Dec 2021	IW,GN,DH,PV	10/11/21	Y	
Nov 17	Paul Smith	16/11/17		N
Nov 18	Ian Wilson	1/11/18	Y	
Nov 2019	Ian Wilson	29/10/19	Y	

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. 	✓	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, Adrenalin auto injector etc.</p> <p>New information passed on as and when appropriate.</p>		
<p>Minibus permit</p>	<ul style="list-style-type: none"> • All staff to ensure they current/up to date DCC Minibus permit 			<p>Staff to inform I. Wilson if permit due to expire or out of date</p>		
<p>VMS Vehicle management system</p>	<ul style="list-style-type: none"> • All staff to have read and signed Vehicle management system and use in line with regulations 					
<p>Additional potential hazards associated with a person's disability</p>	<ul style="list-style-type: none"> • Wheelchair users will need to provide their own transport for the course. 					

Covid 19 procedure

- All staff to wash hands prior/after to driving
- Hand sanitiser to be used if fuelling or visiting other venues with no wash facilities
- Covid first aid kit to be carried when transporting groups/young people
- All Drivers must wear face coverings that covers mouth and nose when transporting groups/young people

stored in front side pockets of van with gloves and replaced when needed

Face masks stored in van. Personal face coverings can be worn
Dispose of after use and replenish as required