

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



GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

TRANSPORTING CHILDREN/YOUNG PEOPLE IN MINIBUS/PERSONAL CARS

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name:Lea Green residential centre

Date of Assessment

1st November 2023

Date of Issue

1st November 2023

**Assessment
carried out by**

IW

Signature

Reviews

**Review
Date**

Reviewed by

Date

Changes Made

Y

N

Feb 25

IW PV GN

10/2/25

N

Affected persons:

Children/Young People

☒

Staff

☒

Visitors

☐

Contractor

☐

Others (specify)

Name of Manager confirming and agreeing Assessment:

IW

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

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Vehicle Accident or Breakdown	All drivers to hold full valid UK Driving Licence.		X			
	Managers to check licences periodically and record checks.		X			
	Vehicles have current valid MOT.		X			
	Driver to ensure vehicle is in a roadworthy condition.					
	Vehicle will have suitable breakdown cover.					
	Sufficient time allowed for all journeys.					
	Routes planned to avoid known accident black spots.					
	Speed limits adhered to at all times.					
	Driver will not use mobile phone, eat, drink or smoke whilst driving.					
	All drivers and passengers will wear seatbelts – driver to ensure this and that they are correctly adjusted where applicable.					
	All headrests will be correctly fitted – driver to ensure this.					
	Car or booster seats will be used for all children who require them (according to current guidelines) – if staff are using these they will know how to secure them.					
	A plan will be in place to ensure children/young people are safely supervised in a safe location and that help can be summoned in the event of a breakdown or accident until help arrives.					
Adverse Weather	Driver to adapt driving to suit weather conditions.			➤		
	In extreme weather, the journey will be re-scheduled where possible.					
	In winter, drivers will carry suitable emergency equipment (shovel, spare clothes, boots etc.)					
Passenger ➤ Assault ➤ Medical Needs ➤ Behavioural Issues	Staff will ensure they have all necessary information regarding any additional needs of passenger(s).		X	X see Lea Green referral form for young person and as soon as practicable and in place prior to transporting a personal risk plans should be in place		
	Staff to ensure they are aware of any history of violence relating to any passenger(s).		X			
	Staff will not transport passengers with a known history of violence as a lone worker.		X			

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Passenger (cont.)	Staff will obtain necessary information from Partner Agencies, and Individual Care/Medical Plans etc. prior to transporting children/young people.		X	X Social workers/ parents/carers should be consulted in advance regarding any concerns issues		
	Individual Risk Assessments will be carried out for all children/young people who present a significant risk of injury to the driver or are at significant risk of harm due to their medical needs.		X			
	If it is deemed that the risk of transporting a child/young person in a staff member's car is unacceptable an alternative form of transport will be used.		X			
Driver safety	All drivers to have completed DCC yearly check		x	Completed yearly PDR and inputted on Cinnolla		
Safeguarding	All staff transporting children/young people in cars have DBS.		X	X Staff should be asked in supervision if any circumstances have changed		
	Staff avoid transporting individual children/young people in cars where possible.					
	All journeys will have a fixed start and finish point with estimated departure / arrival times.					
	Any unexpected delays which will affect these times should be reported as soon as it is safe to do so.		X			
	Staff will report (to an agreed person) at the end of each journey, and this will be recorded.		X			
	If individual children/young people are transported, they will wherever possible sit in the back seat diagonally opposite the driver.					
	Only those people scheduled to be transported will be. Friends, relatives, others will not be transported.					