

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
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Assessment
carried out by

IW

Signature

Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
8 th June 2020	IW		Y	
20 th November 2020	IW		N	
Nov/Dec 2021	IW,GN,DH,PV	10/11/21	Y	
Nov 22	IW/PV/GN	4/11/22	Y	
Nov 2023	IW,GN,DH,PV	14/11/23	Y	
16/12/25	IW/PN/GN/DH	16/12/25	Y	

Affected persons:

Young People/Clients

☒

Staff

☒

Visitors

☒

Contractor

☐

Others (specify)

Name of Manager confirming and agreeing Assessment:

IP

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
Tripping while entering/exiting bus, minibus, train or car. Accident caused by driver being distracted. Injury sustained while leaning out of vehicle window. Injury sustained while out of vehicle awaiting breakdown recovery. Traffic. Safeguarding	<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 event 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	Group to be made aware of automatic step on side of minibus		

Inappropriate behaviour.	<ul style="list-style-type: none">• Group briefing and management					
Injury sustained on moving vehicle.	<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.					
Illness	<ul style="list-style-type: none">• Information about existing medical conditions known by staff.• DCC transport guidelines to be followed when using transport			Ensure staff or individuals are carrying appropriate inhaler, Adrenalin auto injector etc.		
Minibus permit	<ul style="list-style-type: none">• All staff to ensure they current/up to date DCC Minibus permit			New information passed on as and when appropriate. Vehicle Checks prior to use.		
VMS Vehicle management system	<ul style="list-style-type: none">• All staff to have read and signed Vehicle management system and use in line with regulations			Staff to inform I. Wilson if permit due to expire or out of date		
Additional potential hazards associated with a person's disability	<ul style="list-style-type: none">• Wheelchair users will need to provide their own transport for the course.					

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