

**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 VEHICLES**

**PART 1 : ADMINISTRATIVE DETAIL**

**Section/Establishment Name:** Lea green centre

**Date of Assessment**

8<sup>th</sup> November 2023

**Date of Issue**

8<sup>th</sup> November 2023

**Assessment  
carried out by**

Ian Wilson

**Signature**

**Reviews**

**Review  
Date**

**Reviewed by**

**Date**

**Changes Made**

**Y**

**N**

Dec 2024

IW GN

4/12/24

N

16/12/25

IW/GN/DH/PV

16/12/25

Y

**Affected persons:**

Children/Young People ☒

Staff ☒

Visitors ☒

Contractor ☐

Others (specify)

**Name of Manager confirming and agreeing Assessment:**

**Signature:**

## 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
<b>Driver Competency</b>	Have an appropriate valid driving license Are insured for the journey (Business Use) Have a valid MOT certificate Have a valid Excise licence (Taxed vehicle)) Have checked the vehicle is in a roadworthy condition Are not excessively tired, fatigued or under the influence of alcohol or drugs (this includes prescription drugs if they affect your ability to drive). Medically fit to drive Minimum of 21-year-old and 1 year driving experience			Licence and insurance checked annually and recorded		
<b>Vehicle Collision or Breakdown</b>						
	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					
	Driver will not use mobile phone, eat, drink or smoke whilst driving.					
	All drivers and passengers will wear seatbelts					
	Headrests will be correctly adjusted					
	Car or booster seats will be used for all children who require them (according to current guidelines)					
	All passengers supervised in a safe location in event of an incident.					
	Mobile phone carried so that in event of breakdown or collision emergency services and or management are contacted					
<b>Adverse Weather</b>	Adapt driving to suit weather conditions.					
	In extreme weather, the journey may be cancelled and re-scheduled where possible.					
	In winter conditions, drivers will carry suitable emergency equipment (shovel, spare clothes, boots etc.)					

<b>Passenger</b> ➤ <b>Assault</b> ➤ <b>Medical Needs</b> ➤ <b>Behavioural Issues</b>	Staff will ensure they have all necessary information regarding any additional needs of passenger(s).			If applicable the referral form for young person must be reviewed and a personal transport risk plan must be in place before transport.		
	Staff to ensure they are aware of any history of violence relating to any passenger(s).					
	Appropriate staff/student ratios should be adhered to. Staff will not transport passengers with a known history of violence as a lone worker or in a personal vehicle					

<b>Passenger (cont.)</b>	Staff will review necessary information from Partner Agencies, and Individual Care/Medical Plans etc. prior to transporting children/young people.			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.					
	A young person will not be allowed to travel in a vehicle if the risk is unacceptable.					
<b>Safeguarding</b>	All staff transporting children/young people in vehicles have DBS and a second responsible adult should be in the vehicle			Staff should be asked in advance if any circumstances have changed		
	In general staff should avoid transporting individual children/young people in cars.					
	All journeys will have a set start and finish point with estimated departure / arrival times. Variations should be communicated to management asap					
	Any unexpected delays which will affect these times should be reported as soon as it is safe to do so.					
	Staff will report (to an agreed person) at the end of each journey, and this will be recorded.					
	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. If necessary, stops should be prearranged and managed in a way appropriate to the young persons behaviour					