

THE BARNSTONDALE CENTRE – RISK ASSESSMENT – MINIBUS/CARS/KABOTA

Assessment Ref No:		TP001		Area or Activity Assessed:	Company-wide (all departments and services)	
Assessment Date:		13 Nov 24				
Person who may be affected by this activity		Staff, Visitors, Contractors, Service Users and anyone else who may physically come into contact with the business				
Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Action needed	Post-Control Risk Rating (Likelihood x Severity)
1	Inadequate Management	Driver, pupils and any other person travelling on the minibus/cars/ Kabota	2x3 = 6	Appropriate written records kept e.g. <ul style="list-style-type: none"> • Vehicle documents and maintenance records • Operating log • List of authorised drivers • Training Records 	Regular audit checks through the Operations manager ensuring all records are up to date.	1x2 = 2
2	Driver error Road traffic accident	Driver, pupils and any other person travelling on the minibus/cars/ Kabota	2x3 = 6	Driver/s must have a current, clean driving licence, with full B & D1 entitlement. Drivers must inform DVLA of any medical condition that affects their ability to drive. Drivers' driving licences checked every 12 months by responsible member of staff with delegated authority from head of establishment. Drivers may not use a mobile phone in	Using any phone, even hands-free, is a distraction from driving and is prohibited. If another adult is on board they can call if necessary when the vehicle is in motion. Ensure this detail is in place when each driver is on induction.	1x2 = 2

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Action needed	Post-Control Risk Rating (Likelihood x Severity)
				the minibus/cars/Kabota unless the vehicle is parked safely. Driver/s must have a current, clean driving licence, with full B & D1 entitlement.	Department managers check that all staff who can drive transport are suitably insured to do so.	
3	Driver Tiredness	Driver, pupils and any other person travelling on the minibus/cars/ Kabota	2x3 = 6	Arrangements in place for: Controlling drivers hours. Maximum Driving time/maximum driving day. Rest breaks. Relief drivers etc.	Stop for twenty-minute break after two hours driving one hour after four hours driving maximum driving day eight hours. Each driver to be told on induction.	1x2 = 2
4	Defective minibus/cars/Kabota	Driver, pupils and any other person travelling on the minibus/cars/ Kabota	2x3 = 6	Barnstondale – owned minibus(es) Vehicle is maintained in accordance with the manufacturer’s instructions. Effective vehicle defect reporting system in place with responsible member of staff to affect appropriate response. Appropriate written records kept e.g. The vehicle documents and	Mobile phone available to contact establishment/parents, if needed. Only to be used when the vehicle is parked up and engine off. Drivers told on induction.	1x2 = 2

			<p>maintenance records.</p> <p>Operating log.</p> <p>Operator possesses and will display "Section 19 Small Bus Permit" in minibus windscreen.</p> <p>Vehicle is covered by membership of a motor recovery organisation, with details available for each journey.</p> <p>All minibuses/cars/Kabota</p> <p>Vehicle is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) and has a current MOT certificate.</p> <p>Has been maintained and serviced regularly (and that records are available if requested for inspection).</p> <p>Is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet "M2" standard).</p> <p>Is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit.</p>		
--	--	--	--	--	--

				<p>Has sufficient seats for each member of the group.</p> <p>Pre-drive inspection carried out and record check sheet completed by driver.</p> <p>If faults are found, the driver will not use the minibus, car or Kabota until the faults have been satisfactorily rectified.</p>		
5	Passenger behaviour	Driver, pupils and any other person travelling on the minibus/cars/ Kabota	2x3 = 6	<p>Young people briefed beforehand about required behaviour with reasons and consequences.</p> <p>It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years.</p> <p>The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over.</p> <p>Wheelchairs to be appropriately secured especially in Kabota trailer. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted.</p>	<p>In event of an incident involving behaviour amongst young people on the minibus, Kabota or cars, the driver will pull over at the first appropriate opportunity (next service station/junction/lay-by) or Dale woods to deal with it. The hard shoulder should not be used, except in emergency. Each driver is told on induction.</p> <p>A teacher/group leader will always be in the minibus/car or Kabota with the driver to assist with any behaviour issues.</p>	1x2 = 2

				<p>Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus/cars.</p> <p>If child is under the regulated height booster seats must be used.</p>		
6	Collision with passing vehicle whilst getting on or off minibus/cars or Kabota	Driver, pupils and any other person travelling on the minibus/cars/kabota	2x3 = 6	<p>The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus/cars/Kabota (e.g. car park, onto wide pavement).</p> <p>Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road.</p> <p>Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.</p>	<p>In event of an incident involving behaviour amongst young people on the minibus/cars or Kabota, the driver will pull over at the first appropriate opportunity (next service station/junction/lay-by, Dale woods) to deal with it.</p> <p>The hard shoulder should not be used, except in emergency. Each driver is told on induction.</p>	1x2 = 2
7	Have DBS checks been completed on the driver or person in charge of children	Children	2x3 = 6	All staff are DBS checked and are not allowed to drive any vehicle until the checks have been passed.	All staff for any driver tasks will be told driver tasks are subject to a successful DBS clearance.	1x2 = 2

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Action needed	Post-Control Risk Rating (Likelihood x Severity)
8	In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	Driver, pupils and any other person travelling on the minibus/cars/ Kabota	2x3 = 6	<p>All doors must be unlocked when carrying passengers.</p> <p>Aisles and emergency exits will be kept clear of obstructions.</p> <p>Staff to ensure group members are aware of emergency procedures, as appropriate.</p> <p>All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised.</p> <p>Warning Tri-Angle to be placed between the vehicle and approaching traffic as soon as possible.</p> <p>Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible.</p>	Existing vehicles have warning Tri-Angles in the vehicles.	1x2 = 2

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Action needed	Post-Control Risk Rating (Likelihood x Severity)
9	Driver not authorised to drive the minibus/cars or Kabota. inadequate training	All group members, including leaders	2x3 = 6	All drivers are responsible for: The roadworthiness of the vehicle That they have booked and completed the relevant driving familiarisation for the vehicle. Their own fitness to drive, e.g. affected by medicines, alcohol, drugs, too tired. Weight evenly distributed around the storage areas. The maximum weight limit and capacity of the vehicle is not exceeded. Seatbelts to be worn. Luggage is securely stowed.	Familiarity driving tests for minibuses/cars/Kabota completed on all new drivers.	1x2 = 2

Ser	What are the hazards?	Who might be harmed and how?	Pre-Control Risk Rating (Likelihood x Severity)	What are we doing/Controls required?	Action needed	Post-Control Risk Rating (Likelihood x Severity)
10	Vehicle caught in heavy traffic and not being able to meet deadlines	All group members, including leaders	2x3 = 6	Drivers contact office if safe to do so.	Instructed to arrive at school as and when the traffic allows.	1x2 = 2

Risk Ratings

LIKELIHOOD	SEVERITY/IMPACT
1 = Low	1 = Tolerate
2 = Medium	2 = Treat
3 = High	3 = Terminate

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Document Control (Amendments)

DATE	AMENDMENT(S)	AGREED BY
05 Oct 22	Whole Document	Mark Radcliffe (electronically signed)
13 Nov 23	Whole Document	Mark Radcliffe (electronically signed)
13 Nov 24	Whole Document	Mark Radcliffe (electronically signed)