

Generic Safe Working Procedure

TRANSPORT

VISIT NAME	
HAZARDS	<ul style="list-style-type: none">X Inappropriate / unsafe methods of transportX Transport collision / accidentX Inadequate safety equipmentX Lack of supervisionX Sickness
INFORMATION / GUIDANCE	<ul style="list-style-type: none">→ This document will need to be used in conjunction with the “All visits” risk assessment for any visit involving transport.→ Refer to Transport section in County guidance for visits.
SAFE WORKING PRACTICES/METHODS ADOPTED (EXAMPLES)	

Note: This section must be annotated / adapted to suit the specifics of your visit unless examples fully cover significant risks of activity; this must be stated in the Notes section to evidence that consideration has been given

General All Transport

- Young People briefed on hazards associated with modes of transport to be used
- Transport is only hired from or booked with reputable and where appropriate licensed providers.
- Appropriate plan is in place to deal with breakdown, crash or other emergency

General – All Road Transport

- Young People who require assistance to move will have a suitable risk assessment carried out in accordance with the DIAG guidance and appropriate access equipment and restraints for wheelchairs will be in place
- Other than on service buses which are not fitted with seatbelts and some overseas coaches where they are not required by law, seatbelts are worn on all forms of road transport
- Drivers driving on behalf of DCC hold the required licences (and if necessary permits), are suitably insured and comply with county requirements relating to driving hours
- All vehicles being driven by staff / volunteers are road worthy, hold current MOT certificate and are checked by the driver before use in accordance with county guidance
- Suitable first aid and sickness kits are carried
- Aisles and emergency exits will be kept clear of obstruction and luggage will be stored securely
- Safe locations will be used to alight from and board transport
- Headcounts will be taken on leaving transport and before setting off from any location
- Young people reminded of appropriate direction of traffic when disembarking from transport (UK or abroad)

Cars

- Booster seats are used for all young people between the ages of 3-12 who have not obtained a height of 1.35m
- Young persons own cars will not be used to transport other members of the group

Minibuses

- Driver will have appropriate licence to drive minibuses and be approved by DCC to drive minibuses
- All DCC and hire minibuses will have the appropriate permit (Section 19) to allow them to be driven by staff

Coaches

- Seating plan is in place to take account of emergency exits, ability to supervise group on coach to ensure belts are worn etc (NB in some countries abroad it is a requirement that an adult is located next to emergency exits).

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NOTES