

# 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
<p><b>Driver competency</b></p>	<ul style="list-style-type: none"> <li>• Hold appropriate valid driving licence</li> <li>• Have checked the vehicle is in a roadworthy condition</li> <li>• Are not excessively tired, fatigued or under the influence of alcohol or drugs (this includes prescription drugs if they affect the ability to drive).</li> <li>• Meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be worn at all times.</li> <li>• Have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.</li> </ul>					2/9/20
<p><b>Tripping while entering/exiting bus, minibus, train or car.</b></p>	<ul style="list-style-type: none"> <li>• Groups supervised on embarkation and alighting.</li> <li>• Group briefing on muster areas and any specific hazards.</li> </ul>		group leader or instructor working with the group	Group leader teacher to supervise loading/off-loading of passengers.		
<p><b>Accident caused by driver being distracted.</b></p>	<ul style="list-style-type: none"> <li>• Additional staff will supervise group during journey when appropriate.</li> <li>• Group briefed on appropriate behaviour when in vehicle.</li> </ul>					

<p><b>Injury sustained while leaning out of vehicle window.</b></p>	<ul style="list-style-type: none"> <li>• Group briefed not to lean out of windows or to put hands or arms out of windows.</li> <li>• Staff to monitor behaviour during journey.</li> </ul>					
<p><b>Injury sustained while out of vehicle awaiting breakdown recovery.</b></p>	<ul style="list-style-type: none"> <li>• Group to be briefed on action in case of a breakdown.</li> <li>• Group will be led away from vehicle and to a safe place to await recovery.</li> <li>• Group will be closely supervised at all times.</li> </ul>			<p>Warning triangle to be placed on road behind vehicle if possible. High Vis jackets to be worn by any members of staff including visiting staff when out of the vehicle in emergencies.</p>		
<p><b>Traffic.</b></p>	<ul style="list-style-type: none"> <li>• Group will be briefed on any specific hazards at particular locations where appropriate.</li> </ul>					
<p><b>Safeguarding</b></p> <p><b>Inappropriate behaviour.</b></p>	<ul style="list-style-type: none"> <li>• Group briefing and management.</li> <li>• Staff vigilance.</li> <li>• Group briefing and management</li> </ul>					
<p><b>Injury sustained on moving vehicle.</b></p>	<ul style="list-style-type: none"> <li>• Groups briefed to remain seated while vehicle is in motion.</li> <li>• Staff to supervise group on journey and intervene, if necessary, to prevent injury.</li> <li>• Seat belts to be worn by everyone, this to be checked by driver at start of journey and monitored as appropriate.</li> </ul>					
<p><b>Illness</b></p>	<ul style="list-style-type: none"> <li>• Information about existing medical conditions known by staff.</li> </ul>			<p>Ensure staff or individuals are carrying appropriate inhaler, Adrenalin auto injector</p>		

<p><b>Minibus permit</b></p> <p><b>VMS Vehicle management system</b></p> <p><b>Additional potential hazards associated with a person's disability</b></p>	<ul style="list-style-type: none"> <li>• All staff to ensure they are current/up to date with a DCC Minibus permit.</li> <li>• All staff to have read and signed Vehicle management system and use in line with regulations.</li> <li>• White Hall Centre to endeavour to provide transport for individuals with additional needs wherever possible. Staff to receive additional training and / or ensure that a suitability qualified person ensure that individuals with additional needs are suitably supported entering / securing into / exiting vehicles.</li> </ul>			<p>or other medication</p> <ul style="list-style-type: none"> <li>• Wheelchair users may need to provide their own transport for the course.</li> </ul>		
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