

4th Epping Forest South RISK ASSESSMENT & SAFETY BRIEFING NOTES

Minibus travel

(Also applies to equipment van)

Date of Last Amendment	Amended by	Date of Last Review	Last Reviewed By
07/2018	Stephen Young	07/2018	Stephen Young
12/7/2021	Matthew Balchin	12/7/2021	Stephen Young

Leaders should notify GSL if their dynamic risk assessments suggest amendments or additions are required

This activity depends on the following mandatory assessments:

- N/A

Related assessments:

- N/A

Risk Assessment

Severity Likelihood and Rating Values					
Impact (0 – 10), Likelihood (0 -10) Rating = Likelihood multiplied by Impact (0 - 100)					
All Hazards should fall within the adequately controlled category or lower after mitigation or action required.					
Mitigated Rating	81-100	61-80	21-60	11-20	0-10
Action	Immediate suspension pending further controls	Further controls required before activity run again	Further Investigation to check assessment add controls if necessary	Adequately controlled risk	Trivial Risk

Hazard Identified & Risk(s) Arising	Persons at Risk	Control Measures	Person Responsible	Impact	Likelihood	Rating
Road Accident caused by mechanical failure	All occupants	- Proper maintenance of vehicles - Visual Inspection before each use	Driver	5	1	5
Road Accident caused by inexperienced driver	All occupants	- Drivers have appropriate training and qualifications - Correct classifications on drivers license - MiDAS Training	Driver	5	2	10
Road Accident caused by driver not familiar with vehicle	All occupants	Driver undertakes short drive without Scouts if vehicle is unfamiliar to them.	Driver	5	2	10
Road Accident due to Driver Intoxication	All occupants	Drivers must not drink any alcohol in the 8 hours preceding driving the minibus and must not be under the influence of alcohol or other drugs while driving.	Driver	10	1	10
Road Accident due to Driver Exhaustion	All occupants	- Driver must take regular rest breaks. - Driver to stop if they become aware that they are becoming tired. - Driver must take a break after each 2 hours of driving or as soon as practically possible after 2 hours - Driver is allowed to rest during stops with leader accompanying driver taking on SLIC role for duration of rest break	Driver & Leader accompanying Driver	9	2	18

Road Accident due to Driver Distraction	All occupants	● Behaviour of young people monitored and controlled during journey ● Ensuring all luggage is correctly stowed and secure prior to departure ● Driver should not interact with mobile phone during journey. May make use of mobile phone holder if available ● In preference for route tracking, the on board navigation system should be used if available.	Driver & Leader accompanying Driver			
Injury caused by not wearing a seatbelt	All occupants	● Check all young people belted before driving off, and remind them belts must remain on until vehicle has stopped ● Monitoring to ensure young people keep their seatbelts on until vehicle has stopped	Driver & Leader accompanying Driver	8	2	8
Injury following Break Down/Accident immobilising vehicle	All occupants	● Ensuring all luggage is correctly stowed and secure so that it does not obstruct any gangways or exits ● Ensuring that there are sufficient hi-vis jackets/wristbands for all occupants to be issued if waiting by roadside at night or in poor visibility ● Ensure young people are waiting in safest position and closely supervised to ensure they do not go onto carriage way. ● Ensure mobile phone is in vehicle to contact emergency services or roadside assistance ● Ensure vehicle has roadside assistance and driver has access to details ● Ensure that vehicle is not stopped in a high risk position on the carriageway where there is risk of a high speed collision as a result of delayed observation of the vehicle by approaching traffic.	Driver & Leader accompanying Driver	9	2	18
Injury occurring during journey	All occupants	● Each vehicle to carry a first aid kit.	Driver & Leader accompanying Driver	4	2	8
Leaving person behind at rest stop	All occupants	● Take register/ conduct headcount before re-commencing journey.	Driver & Leader accompanying Driver	8	1	8
Injury by removable seats uncoupling	Rear occupants	● Driver to do a visual inspection of removable passenger seats before the journey to ensure that seats are positioned correctly and locked in place.	Driver	8	2	16

Safety Brief Notes

General Points for Leaders to consider before and during journey

- Each vehicle to have a driver and an accompanying leader (may be young leader on short local journey)
- Ensure that the driver and accompanying leader know the route to be taken and can track their location safely
- Driver must only use hands free mobile phone holder or built in navigation system
- Make sure First Aid kit and mobile phone are available in the vehicle
- Vehicle visual check to be made before each journey by the driver

Points for Safety Briefing to Participants

- Removable seats to be checked prior to every journey
- Driver not to drive the vehicle whilst under the influence of alcohol or any medication that warns against doing so
- Driver to take prescribed rest stops and if necessary switch drivers.
- Validation that all doors are closed and seatbelts are being worn before setting off.
- In the event of breakdown, ensure that individuals are removed to a safe place, unless it is safer to remain on the vehicle
- Ensure that all individuals remaining on the carriageway are wearing hi-vis clothing
- Driver must have MIDAS qualification and be insured to drive the vehicle.
- Ensure that a roll call and headcount are made at the start of the journey and a headcount is made again after any stop.