



Generic Risk Assessment

MINIBUS TRAVEL

TRIP: Training & Events

DATE: 2016-2017 Season

GROUP LEADER: Chris Hermes

Residual Risk Likelihood Criteria: **L** – unlikely to occur **M** – could occur **H** – likely to occur

WHILST IN TRANSIT

Driver	<ul style="list-style-type: none"> Ensure that driver is in a fit state to control a mini bus. 	L
Vehicle	<ul style="list-style-type: none"> Ensure that the standard pre trip check is carried out Regular vehicle checks to be made on all our minibuses Bursar to inform staff of any vehicle issues that might influence trips. 	L
Road Condition	<ul style="list-style-type: none"> Ensure students do not travel at night where roads are in a bad condition or where there are other safety concerns (eg. remote roads, snow, etc). 	L
Accident	<ul style="list-style-type: none"> Ensure that a mobile phone is carried at all times. Ensure that the First Aid Box is readily available and all team members know where it is located. Ensure that emergency procedures are carried and followed in the event of an accident. 	M

STUDENTS

Security	<ul style="list-style-type: none"> Brief students to keep equipment and personal items safe during the journey and whilst vehicle is parked. As far as possible keep valuables with students. Check door and windows are shut and locked 	L
Conduct	<ul style="list-style-type: none"> Clear instructions to keep seat belts on given. Ensure acceptable noise level in the bus maintained. Ensure students remain seated and facing forward. Give clear instructions with regard to road crossings (staff to supervise). Park vehicle in positions where staff and students can board and alight safely. Give timings for return to vehicle if comfort breaks taken. Staff to be vigilant of student behaviour near roads and in car parks. Sick bags for longer journeys. Travel first aid and medical bag to be taken and easily accessible at all times. 	M

I confirm that I have read the above generic risk assessment and amended it where necessary to consider the risks on the trip I am responsible for.

Signed:Chris Hermes.....

Date:09/09/2016.....