**Risk Assessment**

**Transport (Car/Minibus/Coach)**

Leaders are required at a local level to carry out risk assessments for all activities being undertaken. Carrying out a risk assessment should include identifying & locating hazards, considering who might be harmed and how, and identifying how risks are eliminated or controlled. These risks and the control measures must be recorded and communicated, and then reviewed & updated as necessary.

When completing a risk assessment, consider: what are the hazards; who might be affected by them; what control measures need to be in place to reduce risks to an acceptable level; who will take responsibility for particular actions; what steps will be taken in an emergency. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company/Battalion/District:** |  | **Age Group/Section:** |  |
| **Venue / Meeting Space:** |  | **No of children/young people:** |  |
| **Date of activity:** |  | **No of leaders:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Hazard / Risk Identified**What’s the hazard and the risk of harm? | **Control Measures**What measures will you put in place to reduce the hazard/risk identified? | **Control Measuresin Place****ü** | **Leader Responsible** |
| 1. | **Driver*** Appropriate & Competent (Accident/Injury)
* Following Legal Requirements & Polices (Personal & Organisational Liability)
* Tiredness (Accident/Injury)
 | * *Ensure driver(s) have valid license for the vehicle they will be driving (i.e. D1 entitlement for driving a Minibus over 3.5t).*
* *Ensure driver(s) are appropriately trained, experienced, competent and fit to drive the vehicle (young people who has recently past test NOT permitted to drive others).*
* *Plan route to ensure drivers have regular and adequate breaks (RoSPA recommends minimum of 15 mins every 2 hours).*
* *Always drive within speed limit (check Highway Code speed limits for different vehicles).*
* *Never use mobile phone whilst driving.*
* *With a Minibus/Coach, another leader in vehicle to be appointed as ‘Drivers Assistant’ to support and liaise with driver as well as supervise passengers.*
* *Aware of and following BB Safe Transport Guidance & Policies.*
 |  |  |
| 2. | **Vehicle*** Condition/Road Worthiness (Accident)
* Following Legal Requirements & Polices (Personal & Organisational Liability)
* Breakdown (Vulnerable/Welfare)
 | * *Vehicle has valid MOT, Tax and Insurance along with record of servicing.*
* *Minibuses have a valid Section 19 permit displayed.*
* *Vehicle is inspected by driver before use to check road worthiness (i.e. lights, mirrors, tyres, seat belts etc).*
* *Normal/stated seating capacity must not be exceeded.*
* *Driver should ensure that a Breakdown policy for the vehicle is in place and be aware of the procedure for requesting assistance.*
* *During a breakdown the driver should follow instructions from breakdown patrol, Police or other authorities.*
* *Driver should carry out a dynamic risk assessment based on the situation with safety and wellbeing of all passengers a priority. In the event of a breakdown, onward travel may need to be arranged for passengers.*
 |  |  |
| 3. | **Passengers*** Loading/Unloading Vehicle (Injury/Accident)
* Distracting Driver (Accident)
* Moving around vehicle (Injury)
* Ill-Health (Illness)
* Additional Needs (Wellbeing)
* Bullying/Behaviour (Emotional/Physical Harm)
* Games/Activities (Accident)
* Rubbish (Accident)
 | * *Communication prior to journey to parents/carers regarding meeting location, times and details of the journey.*
* *Briefing to be carried out by leader before journey to set out plan for journey, rules and expected behaviour.*
* *Leaders to supervise loading and unloading of vehicle in a controlled manner, including opening/closing doors.*
* *Passengers must remain seated and with seat belts fastened at all times. These should be visible and checked by driver before departure.*
* *Appropriate child restraints/seats must be used as applicable for children aged up to 12 years old or 135 cm in height, whichever comes first.*
* *Young people should be supervised at all times, in a minibus/coach the Drivers Assistant and/or other leaders should take responsibility for supervision.*
* *Awareness of passengers who may become travel sick or may be feeling unwell before journey. Sick bags to be available.*
* *If a passenger is feeling unwell, assess whether a stop is required and notify driver to stop in a safe place to provide further assistance.*
* *Awareness of any passengers with additional needs, and put in place supervision and or support as required.*
* *Supervision to look out for negative behaviour or bullying.*
* *Games/activities being undertaken by passengers must not distract drivers vision or concentration (i.e. throwing items around, excessive noise).*
* *Bin to be available for all rubbish to be put into so that it does not end up on floor and/or loose in the vehicle.*
 |  |  |
|  | **Safeguarding*** Leader to YP Ratio (Safeguarding)
 | * *Minimum of two registered leaders should be present in any vehicle (except when travelling in convoy or in line with other exceptions in BB Safe Transport Policy).*
 |  |  |
| 4. | **Luggage/Equipment*** Movement (Injury/Accident)
* Blocking aisle/exit (Preventing escape)
* Overloading vehicle (Accident)
 | * *Luggage/equipment to be packed carefully and secured so it does not move when vehicle is in motion (including on roof racks or in trailers).*
* *Luggage/equipment to not block aisles or exits.*
* *Consider loading and weight limits of vehicle (it is illegal to travel over the stated weight for the vehicle and this could cause the vehicle to be unstable or react differently)*
 |  |  |
|  | **Journey*** Weather/Driving Conditions (Accident)
* Delays (Accident)
* Diversions (Welfare)
* Breaks (Welfare/Tierdness/Safeguarding)
 | * *Plan route in advance and ensure safe appropriate locations for meeting, loading and un-loading vehicles. Suitable maps and Sat Nav to be used.*
* *Driver to check route is suitable for all vehicles (i.e. minibus/coach)*
* *Driver to check weather for planned journey before setting off and consider if safe and appropriate to set out.*
* *Driver to assess weather and driving conditions during journey and if necessary take a break or stop.*
* *Follow all Police/Traffic Officer/Official signs and diversions. Driver to check suitability based on vehicle they are driving.*
* *Where extended driving periods due to delays or diversions driver should take appropriate breaks which may delay arrival. Communication should be made as necessary to destination and with parents/carers if required.*
* *When stopping for breaks leaders will provide clear instructions to all passengers about how to dis-embark, safely navigate car park & roads, advise on facilities available, time allowed and where to meet. Leaders should supervise young people in public spaces and ensure everyone returns to and boards vehicle before departure.*
* *Driver should not be responsible for supervising passengers during a break and should be able to rest.*
 |  |  |
|  | **Trailers*** Following Legal Requirements & Polices (Personal & Organisational Liability)
* Roadworthiness (Accident)
* Overloading vehicle (Accident)
 | * *Ensure driver(s) have valid license for towing a trailer on the vehicle.*
* *Check the road worthiness of the trailer (lights, tyres, brakes, number plate, etc).*
* *Consider loading and weight limits of trailer and the towing weight of the vehicle.*
 |  |  |
| 5. | **Incident*** Accident/Emergency (Injury/Illness)
* Evacuation (Injury/Illness)
* Lost Child (Injury/Safeguarding)
 | * *Leaders to assess and deal with immediate situation and alert emergency services if required*
* *Leaders respond by providing appropriate first aid*
* *Leaders to ensure appropriate supervision of those not involved in the incident.*
* *First Aid Kit available.*
* *Access to personal details for all children through OBM or Annual Information Forms.*
* *Mobile phone for dealing with emergencies.*
* *Inform parent/carers of those involved.*
* *Inform BB Headquarters for reportable accidents or safeguarding incidents.*
 |  |  |
|  | **Vehicle Evacuation*** Accident (Injury/Welfare)
 | * *Brief passengers on evacuation procedure (i.e. doors and windows which may be emergency exits)*
* *Identify an agreed assembly point and check all passengers accounted for.*
* *Ensure all passengers are in an appropriate and safe space (i.e. behind crash barrier on a Motorway).*
* *Call emergency and/or breakdown services based on circumstances and follow instructions given.*
 |  |  |
| **Review:** This risk assessment should be reviewed on completion of the activity and updated for future use and reviewed regularly where a frequent activity. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed byLeader** | Name: Role: Date: Signed:  | **Approved byLeader-in-Charge/Company Captain** | Name: Role: Date: Signed:  |

Please note: All risk assessments should be approved by Leader-in-Charge or Company Captain. Approval for activities being run by Battalion/Districts should be by an Officer Bearer (Secretary, President, Treasurer, Vice-President).

Remember, this risk assessment **MUST** be read and understood by ALL leaders involved in the activity, and participants/other identified persons must be briefed accordingly.

If an accident occurs during the activity, please remember to log the details in your accident book. Where professional/external medical attention is required you MUST complete an Accident Report Form and submit to BB Headquarters.