



**Risk Assessment Record: Adult Activities**

**Hazard: Minibuses**

Who might be harmed and how?	Procedures in place to reduce risk	Is there more we can do to manage this risk?
<p><b>Risk to Member/Staff and Vols:</b></p> <p>Vehicle breakdown</p> <p>Injury or death sustained in a traffic accident</p> <p>Driver distracted by passenger, resulting in an incident</p> <p>Negative interactions between young people</p> <p>Anxiety caused by travelling in the minibus</p> <p>Travel sickness</p> <p>Lone working - Member at risk of abuse/staff</p>	<p><b>Drivers</b></p> <p>Only drivers aged over 21 who have held their licence for two years or more are eligible to drive minibuses.</p> <p>All drivers must submit copies of their driving licence and complete the online minibus test.</p> <p>New drivers must test drive vehicles to ensure they are competent/confident, before transporting members.</p> <p>Drivers must be aware of location, directions and parking arrangements before departure.</p> <p><b>Vehicles</b></p> <p>Yellow Submarine is responsible for ensuring that minibuses are serviced and MOT'd as required.</p> <p>Insurance details; contact numbers; policy details and vehicle specifications are held in booklets located in glove compartment.</p> <p>A first aid kit and emergency roadside kit is located in each minibus. For travel abroad, additional items are kept in the minibus as per national law.</p>	<p>Risk Assessment reviewed annually or in response to need</p> <p>Where possible the AL should not be the driver</p> <p>The AL should sit in the back of the bus to help support positive interactions</p> <p>For larger trips coaches will be hired</p> <p>As many staff/vols as possible/appropriate to complete the Oxfordshire County Council minibus test and obtain a permit</p>



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<p>member at risk of allegation</p> <p><b>Wider risk:</b></p> <p>Negative impact on the group as a whole</p> <p>Impact relationship with family</p> <p>Damage to reputation of charity</p> <p>Staff/volunteer anxiety and stress</p>	<p>Water and snacks are to be carried in the vehicle for long journeys.</p> <p>Wipes/disposal bags and hand sanitiser are to be available in case of sickness.</p> <p>Sat-Navs are available for use and must be appropriately mounted on the windscreen. If preferable YS mobile phones can be used if there is a charging cable and windscreen mount.</p> <p><b>Passengers</b></p> <p>Each minibus will have at least one designated First Aider who will be identified at the start of the journey.</p> <p>A clear briefing will be given by the AL to the staff/vol team before the journey, highlighting any medical needs or potential issues affecting members whilst travelling.</p> <p>Members should be reminded of their responsibilities whilst travelling: keep seatbelts fastened; do not distract the driver; do not touch the doors or locks.</p> <p>Staff and volunteers are responsible for ensuring that all passengers' seatbelts are fastened – the ultimate responsibility for this lies with the driver.</p> <p>The law states: <i>'Anyone 14 and over not wearing a seat belt, is responsible for themselves.'</i> However, whilst attending YS activity, if a member were to refuse to wear a seatbelt, they would not be permitted to travel in the vehicle and their parent/carer contacted.</p> <p>A step is provided to help people access the vehicle; staff/vol support is offered where necessary.</p> <p>A staff member/volunteer must sit near the door to aid exiting the vehicle.</p>	



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	<p>Members who display challenging behaviour or are at risk of having a seizure must not sit directly behind or immediately next to the driver.</p> <p>Staff to allocate seats where necessary.</p> <p>Those with sensory issues are encouraged to bring ear defenders.</p> <p>Members are allowed to use iPads etc. during travel. However, conversation, games and sharing music should be actively encouraged.</p> <p>Individual risk assessments are in place for those who struggle with minibus travel and alternative arrangements made where possible (e.g. meet at venue).</p> <p>Members are permitted to sit in the front passenger seats – this is at the discretion of the AL and must be agreed by the driver.</p> <p><b>Travel</b></p> <p>Where possible the meeting point for members should be separate to the minibuses; safety must be considered when collecting/dropping passengers off.</p> <p>Members and parents/carers must be made aware of travel time and meeting points in advance.</p> <p>Staff may only transport members in their cars if they hold business insurance.</p>	