



South Tyneside Council

RISK ASSESSMENT

Department: Services for Young People, Children, Adults & Families		Section: Thurston O.E.C.		Assessment No: H2									
Work Activity	Minibus												
Method/Task													
Hazards	Vehicle Roadworthiness Other Road Users Mechanical Breakdown Passenger Difficulties Passengers Embarking/Disembarking Fire		Weather Conditions Road Accident Road Conditions Driver Ability		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Risk rating, without controls <i>(see Matrix overleaf)</i></td> </tr> <tr> <td style="text-align: center;">High</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Medium</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Low</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Risk rating, without controls <i>(see Matrix overleaf)</i>		High	<input checked="" type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
Risk rating, without controls <i>(see Matrix overleaf)</i>													
High	<input checked="" type="checkbox"/>												
Medium	<input type="checkbox"/>												
Low	<input type="checkbox"/>												
Population Exposed	Employees:	<input checked="" type="checkbox"/>	Sub Contractors:	<input checked="" type="checkbox"/>	Public:	<input checked="" type="checkbox"/>							
	Young Persons:	<input checked="" type="checkbox"/>	Special Groups:	<input checked="" type="checkbox"/>	Children:	<input checked="" type="checkbox"/>							
Control Measures	<p>Regular maintenance schedule & vehicle checks</p> <p>Driver vehicle checks (the driver is responsible by law for the condition of the vehicle – do not proceed if unroadworthy)</p> <p>As necessary journey planning includes road and weather reports</p> <p>Cancel journey if necessary</p> <p>Driver holds relevant qualification for driving minibus on their licence</p> <p>Current best practice is followed in respect of driving and rest hours</p> <p>Driver pays attention to relevant speed restrictions for vehicle and roads travelled</p> <p>Serviceable and in date fire extinguisher & first aid kit</p> <p>All passengers sit in seats with seat belts fastened at all times when vehicle in motion</p> <p>Exits must not be blocked with luggage or equipment</p> <p>Young people must not be allowed to move around the vehicle when it is in motion</p> <p>Staff supervision to ensure young people do not distract the driver</p> <p>Where possible use nearside curb for passenger door</p>												
Information Instruction Training Required	As above												
Personal Protective Measures (PPE)													

Implementation Plan		By Whom	Target Date
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Risk Rating with Controls in place	<input type="checkbox"/> HIGH	<input checked="" type="checkbox"/> MEDIUM	<input type="checkbox"/> LOW
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Monitoring and Review	Review Date	By Whom	Target Date
	<i>Jan 2022</i>	<i>Staff</i>	<i>Jan 2023</i>

Action Identified From Review	None	By Whom	Target Date
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Risk Matrix				
Likelihood		Worst Case Outcome		
		<i>Fatality</i>	<i>Major Injury</i>	<i>Minor Injury</i>
	<i>Probable</i>	HIGH	HIGH	MED.
	<i>Possible</i>	HIGH	MED	MED.
	<i>Improbable</i>	MED.	LOW	LOW

Assessment conducted by: _____ Signed: _____ Date: _____

Revised: January 2022 AS, AD, JH, SB, JY.