

RISK ASSESSMENT for Transporting Young People

September 2016

Above & Beyond

Developing
Potential



Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	What precautions have been taken to reduce the risk?	What further action is needed to reduce the risk
Transport of Young People			<ul style="list-style-type: none"> • Clean license, valid MOT and insurance • Business Insurance needed 	<ul style="list-style-type: none"> • Directors to Check Documents and keep copies
	Adult alone with young person		<ul style="list-style-type: none"> • Sit in rear • All personal have enhanced DBS • Parental Consent Form 	<ul style="list-style-type: none"> • Keep Copies consent forms with transport • Directors to keep copies of and monitor DBS
Passenger safety and supervision	Insufficient supervision	Inappropriate behaviour	<ul style="list-style-type: none"> • Staff are appropriately qualified and experience to supervise travel • Child protection measures are fully implemented • Inexperience staff to be accompanied 	<ul style="list-style-type: none"> • As Above
Prior to departure	<ul style="list-style-type: none"> • Parental/carer knowledge of event/activity 	<ul style="list-style-type: none"> • Parents/carers unaware of details such as venue and collection and dispersal points 	<ul style="list-style-type: none"> • Provide details (including estimated time of return) • Procedure in place for late alteration of details • Ensure young people are alighted at their 	<ul style="list-style-type: none"> • Staff carry Parent/Carer Contact details

			door and parent/carer in to receive them	
The journey to and from the venue/activity/event	<ul style="list-style-type: none"> The vehicle / other road users 	<ul style="list-style-type: none"> Road traffic accident leading to minor or severe injury / death 	<ul style="list-style-type: none"> Competent drivers used Young person not to distract the driver Speed limits adhered to at all times Route is planned in advance All drivers should know the route Seat belt are fitted and worn at all times whilst vehicle is moving 	
	<ul style="list-style-type: none"> Driver fatigue 	<ul style="list-style-type: none"> Falling asleep whilst driving 	<ul style="list-style-type: none"> Regular breaks or two drivers used for longer journeys No longer than two hours driving without a break 	<ul style="list-style-type: none"> Careful consideration should be given to journeys taking place after a days work
	<ul style="list-style-type: none"> Body fluids 	<ul style="list-style-type: none"> Infection through contact with blood, vomit, urine or faeces 	<ul style="list-style-type: none"> Plan route to allow sufficient breaks for toilet facilities Contingency plans to be in place to deal with travel sickness 	<ul style="list-style-type: none"> Carry sick bags

	<ul style="list-style-type: none"> • Young People opening doors when vehicle is moving 	<ul style="list-style-type: none"> • Severe injury risk through falling through open doors 	<ul style="list-style-type: none"> • Young people instructed to stay in seats until directed to move • Where fitted, child-lock devices should be activated 	
	<ul style="list-style-type: none"> • Young people opening windows and throwing object out of vehicle 	<ul style="list-style-type: none"> • Risk of injury to pedestrians or other road users 	<ul style="list-style-type: none"> • Window restrictors used • This instruction given as part of the code of conduct • Instruction given not to open windows without permission 	
Arrival at the venue	<ul style="list-style-type: none"> • Young person disembarking in an exposed or potentially dangerous situation 	<ul style="list-style-type: none"> • Risk of injury from other vehicles on roadside or in car park 	<ul style="list-style-type: none"> • The same procedures should apply when preparing to leave a venue 	
Disembarkation and dispersal	<ul style="list-style-type: none"> • Young people dropped off along the route 	<ul style="list-style-type: none"> • Parents may be unaware of this • Young people dropped in unsafe location 	<ul style="list-style-type: none"> • Parental permission needed before allowing young people to be dropped off other than at home 	<ul style="list-style-type: none"> • Make sure drop-off is made safely • Use bus stops, laybys and pull ins
<p>Notes</p> <p>All vehicles to carry a first aid kit, torch, and phone charger</p> <p>All staff to carry a charged phone</p>				