



## South Tyneside Council

### RISK ASSESSMENT

<b>Department: Services for Young People, Children, Adults &amp; Families</b>		<b>Section: Thurston O.E.C.</b>		<b>Assessment No: H2</b>													
<b>Work Activity</b>	Minibus																
<b>Method/Task</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Risk rating, without controls</b> <i>(see Matrix overleaf)</i></td> </tr> <tr> <td style="width: 70%;"><b>High</b></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><b>Medium</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><b>Low</b></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>					<b>Risk rating, without controls</b> <i>(see Matrix overleaf)</i>		<b>High</b>	<input checked="" type="checkbox"/>	<b>Medium</b>	<input type="checkbox"/>	<b>Low</b>	<input type="checkbox"/>				
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<b>Hazards</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Vehicle Roadworthiness</td> <td style="width: 50%;">Weather Conditions</td> </tr> <tr> <td>Other Road Users</td> <td>Road Accident</td> </tr> <tr> <td>Mechanical Breakdown</td> <td>Road Conditions</td> </tr> <tr> <td>Passenger Difficulties</td> <td>Driver Ability</td> </tr> <tr> <td>Passengers Embarking/Disembarking</td> <td></td> </tr> <tr> <td>Fire</td> <td></td> </tr> </table>					Vehicle Roadworthiness	Weather Conditions	Other Road Users	Road Accident	Mechanical Breakdown	Road Conditions	Passenger Difficulties	Driver Ability	Passengers Embarking/Disembarking		Fire	
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<b>Population Exposed</b>	<b>Employees:</b>	<input checked="" type="checkbox"/>	<b>Sub Contractors:</b>	<input checked="" type="checkbox"/>	<b>Public:</b>	<input checked="" type="checkbox"/>											
	<b>Young Persons:</b>	<input checked="" type="checkbox"/>	<b>Special Groups:</b>	<input checked="" type="checkbox"/>	<b>Children:</b>	<input checked="" type="checkbox"/>											
<b>Control Measures</b>	<p>Regular maintenance schedule &amp; 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 &amp; 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>																
<b>Information Instruction Training Required</b>	As above																
<b>Personal Protective Measures (PPE)</b>																	

<b>Implementation Plan</b>		<b>By Whom</b>	<b>Target Date</b>
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<b>Risk Rating with Controls in place</b>	<input type="checkbox"/> <b>HIGH</b>	<input checked="" type="checkbox"/> <b>MEDIUM</b>	<input type="checkbox"/> <b>LOW</b>
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<b>Monitoring and Review</b>	<b>Review Date</b>	<b>By Whom</b>	<b>Target Date</b>
	<i>Jan 2018</i>	<i>Staff</i>	<i>Jan 2018</i>

<b>Action Identified From Review</b>	None	<b>By Whom</b>	<b>Target Date</b>
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<b>Risk Matrix</b>				
<b>Likelihood</b>		<b>Worst Case Outcome</b>		
		<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 2018. AS, RC, MK, JS, CN, JR