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| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

Risk Assessment Template – Use of Minibuses

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| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Assessment

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| Unsuitable Drivers | Driver / Passengers / Other road users  Road traffic accidents / Injuries | * *Only those persons on the authorised minibus drivers list (e.g. approved list) are permitted to drive the minibuses.* * *Only drivers aged 21 or over are able to become an authorised minibus driver.* * *All potential authorised minibus drivers must complete the appropriate training and test [you should specify what this is here. N.B. this will vary according to the types of minibuses you operate, and whether you operate for hire or reward or under a section 19 permit. Appropriate training may include D1 test, MiDAS training, minibus familiarisation training etc. For guidance on license and training requirements, you may find it helpful to consult the RoSPA Minibus Safety: A Code of Practice document] prior to being approved as an authorised minibus driver.* * *Refresher training/test for all authorised minibus drivers every [you should specify the frequency here].* * *All authorised minibus drivers to submit satisfactory Driver Questionnaire to [responsible person] upon employment and annually thereafter. Driver Questionnaire (available in the Hettle Andrews client hub) requests details on driving licence, driving convictions, medical conditions, medication and eye tests.* * *All authorised minibus drivers must complete a satisfactory DBS check.* * *Authorised minibus drivers must notify [responsible person] in writing of any changes to their driving licence (e.g. driving offences, points etc.), and/or health (i.e. medical conditions and/or medication) as soon as they become aware.* * *All authorised minibus drivers must read through and sign a printed copy of this risk assessment prior to being placed on the drivers list.* |  |  |  |
| Lack of vehicle maintenance, MOT, tax, and insurance | Driver / Passengers / Other road users  Vehicle breakdown / Road traffic accident / Injuries | * *All company owned/leased minibuses are serviced and MOT’d by a competent mechanic as per service schedule.* * *[responsible person] ensures that vehicles are appropriately registered and taxed.* * *[responsible person] ensures that appropriate insurance and breakdown cover is in place.* * *Authorised minibus driver to carry out and record pre-use checks prior to use.* * *Authorised minibus drivers to report any apparent faults immediately to [responsible person].* * *All company owned/leased minibuses are visually checked weekly by [responsible person] and these checks are recorded.* |  |  |  |
| Road Traffic Accident | Driver / Passengers / Other road users  Death / Injuries | * *Only Authorised minibus drivers are permitted to drive the minibuses. See 'unsuitable drivers' section.* * *Minibuses are maintained. See 'lack of vehicle maintenance'.* * *All company owned/leased minibuses are fitted with 3-point seatbelts, and seat belt signage is displayed in the vehicles.* * *It is the responsibility of the authorised minibus driver (and any other staff travelling on the minibus with supervisory responsibility) to ensure that all passengers are wearing their seatbelts prior to setting off.* * *Authorised minibus driver to brief passengers on expected level of behaviour prior to setting off - e.g. passengers to remain seated with their seat belts fastened throughout the journey, luggage/bags not to be stored in the aisles, passengers to not distract the driver etc.* * *Staff organising offsite trips to consider the need for a member of staff supervising on the minibus - i.e. in addition to the driver. This will depend on the nature and needs of the passengers.* * *If there is any disruptive/distracting behaviour displayed by the passengers, the authorised minibus driver must stop the vehicle in a safe place before attempting to resolve the situation.* * *Authorised minibus drivers must adhere to the speed limits at all times.* * *State here if your vehicles are fitted with speed limiters (N.B. Minibuses first used or registered on or after 1 October 2005 must have a speed limiter fitted. Minibuses used abroad must be fitted with a speed limiter. The limiter restricts the maximum powered speed of the minibus to 62mph. Minibuses fitted with a limiter cannot use the outside lane of a motorway that has three or more lanes).* * *It is illegal to drive a vehicle and use a hand held mobile phone or similar device.* * *Authorised minibus drivers are not permitted to use hands-free phones whilst driving, and/or eat/drink whilst driving.* * *Authorised minibus drivers are responsible for reporting any accidents/ incidents/ near misses involving the minibus immediately to [responsible person].* |  |  |  |
| Non-road Traffic Accidents (e.g. fall whilst alighting from the minibus etc.) | Driver / Passengers  Injuries | * *Each company owned/leased minibus has a first aid kit on board, the contents of which are checked weekly by [responsible person].* * *Staff must report any accidents/incidents/near misses (non-road traffic) to [responsible person] as soon as possible.* |  |  |  |
| Problems with access/egress in an emergency | Driver / Passengers  Falls from steps, slip / trip etc. | * *Each owned/leased minibus has a front, back and side exit. Signage in place to indicate emergency exits.* * *Authorised minibus driver (and any other staff travelling on the minibus with supervisory responsibility) must advise passengers to ensure that any bags/luggage is stored under the seat in front of them so that there is nothing in the aisles and/or blocking the entrance/exit and/or emergency exits.* |  |  |  |
| Injuries whilst accessing/egressing the vehicle | Driver / Passengers  Falls from steps, slip / trip etc. | * *Authorised minibus drivers to ensure that they choose appropriate drop off and pick up points to enable passengers to access/egress the minibus safely.* * *Supervisory staff to assist occupants in alighting/boarding the vehicle where deemed appropriate.* * *Condition of vehicle steps checked as part of the weekly minibus checks.* |  |  |  |
| Break down of vehicle | Driver / Passengers / Other road users  Occupants stranded, breaking down in a unsafe place/area | * *Vehicle to be maintained. See 'lack of vehicle maintenance'.* * *Document providing specific instructions for dealing with a breakdown is provided in the minibus box held on each vehicle. Owned/leased minibuses - Breakdown service contact details are provided in each vehicle. Hired minibuses - Breakdown service contact details are provided by the hire company at point of hire.* * *Upon breaking down, authorised minibus driver must:*   *1. Take overall charge of the situation and adhere to breakdown procedure;*  *2. Put on hi-vis vest;*  *3. Ensure that all passengers evacuate the vehicle and remain in a safe place away from the vehicle and road; and*  *4. Contact designated breakdown service. Staff must not attempt to make any repairs to the vehicle themselves (including the changing of tyres).* |  |  |  |
| Vehicle Reversing | Driver / Passengers / Other road users / Pedestrians  People being knocked over, injuries | * *Reversing manoeuvres covered as part of the minibus training for all authorised minibus drivers.* * *Authorised minibus driver should always ensure that it is clear behind them prior to reversing.* * *Authorised minibus driver to ensure that all passengers are either within the vehicle and advised to ensure that they are wearing their seatbelts, or, that all passengers are at a suitable distance in front of the vehicle during reversing manoeuvres. All minibus drivers to ensure that they reverse the vehicle slowly and check their mirrors continually.* |  |  |  |
| Fire | Driver / Passengers / Other road users  Burns, smoke inhalation, other injuries, death | * *No smoking signage displayed in minibuses.* * *Portable fire extinguisher on board - visually checked weekly by [responsible person].* * *Authorised minibus driver to brief passengers prior to commencing journey that smoking is not permitted on the minibus.* |  |  |  |
| Driver getting lost | Driver / Passengers  Driving into unknown places which could be unsafe, additional stress on driver | * *Journey must be planned prior to leaving site (e.g. online route planner, google maps etc.).* * *Authorised minibus driver to ensure that they have in their possession contact telephone numbers for the site/person being visited prior to departing.* * *Authorised minibus drivers are advised to ensure that they have means of contact i.e. a mobile phone, on their person prior to departing.* * *Authorised minibus drivers are reminded that they must pull over in a safe place and with the engine off before attempting to make any phone calls.* |  |  |  |
| Driver error from drugs, alcohol and/or medication | Driver / Passengers / Other road users | * *Zero tolerance in respect of driving any minibuses under the influence of alcohol, illegal drugs, and/or ‘legal highs’. Anyone driving a minibus should consume zero alcohol/illegal drugs/legal highs prior to and/or during the day of the journey.* * *Any reports received will be referred to the [responsible person] and a full investigation will be completed which may result in removal from the authorised minibus drivers list and disciplinary action.* * *Any authorised minibus driver that takes either prescribed or over-the-counter medication must first check to ensure that it will not interfere with their ability to drive. If in doubt, drivers must consult their doctor or pharmacist prior to driving.* |  |  |  |
| Poor weather | Driver / Passengers / Other road users | * *Authorised minibus drivers to monitor weather/driving conditions and check that they are suitable prior to departure.* * *Authorised minibus drivers should consider cancelling/postponing their trip if conditions are unsuitable for safe driving (e.g. snow etc.).* |  |  |  |
| Driver fatigue/Driving hours | Driver / Passengers / Other road users | * *The recommendation is that drivers should take a break after 2 hours driving. At no time are drivers to continue driving after 4 ½ hours without taking a break of 45 minutes. Authorised minibus drivers should not drive for more than 2 hours after a day’s work, or when too tired.* * *Authorised minibus drivers and staff organising trips to consider the need for more than one driver, overnight stay, or alternative means of transport (e.g. rail, hired minibus/coach with driver etc.) for long journeys and/or long working days whereby driver fatigue is foreseeable.* |  |  |  |
| Lone working | Driver / Other road users | * *Authorised minibus drivers must have an emergency contact back at base who is aware of their planned itinerary and expected return times.* * *Authorised drivers are advised to maintain a non-confrontational attitude at all times.* * *Staff organising offsite trips to consider the need for a member of staff supervising on the minibus - i.e. in addition to the driver. This will depend on the nature and needs of the passengers.* * *Authorised minibus drivers advised to park the vehicle in a well-lit area and as close as possible to the visit venue.* |  |  |  |
| Passengers behaving inappropriately | Driver / Passengers / Other road users | * *Suitable supervision, additional to the driver, where deemed necessary.* * *Passengers given instructions on appropriate behaviour during the journey and to not distract the driver.* |  |  |  |
| Towing a trailer | Driver / Passengers / Other road users | * *Roadworthiness of trailers checked weekly by [responsible person].* * *Visual check to be carried out by authorised minibus driver prior to the journey.* * *Authorised minibus driver to be trained on how to use the trailer, how to load it, and any applicable weight or speed limits.* * *Security of the load to be checked by authorised minibus driver prior to the journey and at intervals as appropriate.* |  |  |  |
| Use of seat belts | Driver / Passengers | * *Driver (and any other supervisors on the minibus) to ensure passengers are wearing seat belts prior to setting off and after any breaks.* |  |  |  |
| Unsafe load | Driver / Passengers / Other road users | * *The number of people and the weight of luggage carried must not exceed the maximum limits specified by the manufacturer of the vehicle.* * *All luggage that may shift due to the movement of the vehicle must be safely secured.* * *Additional storage used when necessary e.g. cage, trailer, roof rack etc.* |  |  |  |
| *Other identified hazards…* |  |  |  |  |  |
| *Other identified hazards…* |  |  |  |  |  |

Action Plan

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| --- | --- | --- | --- | --- |
| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
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| Date for Next Review: |  |