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| **Risk Assessment**  **(OSM)** | **Use of Minibus** | **Date of risk assessment** | **5th September 2022** | **Name of person doing this risk assessment** | **Iain Roy** |
| **Category**  **(OSM)** | **Travel** | **Date of next review** | **5th September 2024** |

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| **What hazard have you identified?**  **What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| Overexcitement and not following rules or instructions leading to injury | Young people  Leaders | * Section code of conduct in place to set clear expectations of behaviour. * Explain behaviour expectations clearly using age-appropriate language. |  |
| Safeguarding Issues | Young people  Leaders | * Yellow Card rules at all times. * Consider closer supervision for children with SEN. |  |
| First Aid | Young people  Leaders | * All leaders to have up to date First Response Training. * Designated first aider will be qualified and in attendance. * First Aid kit to be available on minibus. * Mobiles / Access to telephone at all times to call emergency services if need be. |  |
| Drop off and Pick Up | Young people  Leaders | * Drop off and Pick Up Point to be suitable for a safe drop off and pick up. * Participants to be able to wait safely at start and end of travel. |  |
| Correctly licensed and insured driver |  | * Ensure that drivers are licensed for the vehicle being driven. * Ensure that drivers have an in-date MIDAS permit. * Ensure that the driver has a Scout driving permit. * All vehicles utilised for Scouting (including trailers) must have current comprehensive insurance. Confirm with drivers that this is the case. If in doubt, ask to see insurance coverage. If this is not provided, then don't use. |  |
| Seatbelts |  | * All vehicles must have seat belts fitted.All travellers must agree to wearing a seatbelt. * A respondible adult to carry out a check to ensure that all seatbelts are worn. * Responsible adult to monitor during drive. |  |
| Breakdown |  | * Minibus/car to be kept roadworthy/serviced and MOT in date. * Driver to perform a visual inspection of vehicle prior to departure. * If minibus/car breaks down everyone to safely exit minibus/car on verge side and get as far away from road as possible and wait for assistance. |  |
| Driver tiredness |  | * Break the drive every two hours. * Ensure drivers are well rested. * Start time for the event is neither too early or too late to try and ensure that drivers are well rested. * If in convoy drivers to advise convoy leader if they feel tired so a rest break can be undertaken. * Drive time factors in rest breaks. |  |
| Lost young person |  | * Ensure a register of drivers and passengers completed prior to start of journey. * Create list of vehicles and assign people to particular vehicles and perform a head count before leaving, at any scheduled stops and on arrival. |  |
| Getting lost |  | * Check all drivers have the address of the venue and means to navigate themselves (map, sat nav or google maps). * Ensure all vehicles have a fully charged mobile phone with sufficient credit. |  |
| Distractions |  | * Ensure that passengers are briefed before the trip. * Knowing where we are going (map provided) and having appropriate stops. * If different passengers are causing distractions, they can be seperated. * Worst case is that parents can be asked to pick up their children. * Organising activities, games, music etc minimises risk of passengers becoming distracted. * Have a navigator/adult in the car/minibus to control passengers. * Ensure car/minibus is not overcrowded. * Break every 2 hours. |  |
| Other unforeseen hazards | Young people  Leaders | * Dynamic risk assessment to be performed by all leaders in line with TSA guidelines. * Hazards to be shared with other leaders and appropraite mitigation to be actioned. |  |