

High Adventure Vehicle Use Risk Assessment

Last Review of this risk assessment: 17/07/2018

Minimum Leader qualification:	Minibus- D1 PCV Licence. Car/Van- Full Licence.				
Max group size with Leader:	Minibus- 1 driver 16 passengers. Car/Van- Dependent on the vehicle 1 driver to 2-8 passengers.				
Essential Equipment					
Personal: Drivers Licence, mobile phone. (For minibuses - Drivers card & CPC card)					
Group/In the Bus: First aid kit, fuel card, fire extinguisher, jump leads, ice scraper, de icier, daily checks sheets.					
All Instructors should be making dynamic risk assessments on the day taking into account the weather conditions, the group's ability & any other factors that may change.					
Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level	What precautions have been taken to reduce the risk?	Risk Level Achieved
			H/M/L		H/M/L
Before Journey	Vehicle being unfit for road use.	All staff, participants and other road users.	H	Driver undertakes daily vehicle checks before setting off	M
				Any defects are immediately reported so that repairs can take place.	
				Vehicle has breakdown cover in case of a breakdown.	
	Use of staff vehicles.	All staff, participants and other road users.	M	Before any staff vehicle is used it must be checked that it is roadworthy.	L
				Vehicle must have seat belts in full working order and good condition for all passengers.	
	Driver	All staff, participants and other road users	H	Drivers are to hold a full and valid UK drivers licence/ D1 PCV licence.	M
Drivers of any vehicle have read the NOP's for vehicle use.					
Staff transporting any passengers on their own have DBS clearance.					
Drivers must not use hand held devices while driving. Drivers must not driver under the influence of drink or drugs.					
Vehicle breakdown.	All staff, participants and	M	Staff are to be aware of the breakdown procedure.	L	
			Staff are to always carry a phone to be able to call for help and stay in contact with the centre.		

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During the journey.		other road users.		Driver is to make sure that assistant or passenger are also aware of the breakdown procedure.	
	Getting on and off the vehicle.	Passengers.	H	Children must always be supervised while getting on or off the vehicle. Driver or responsible person must be the first person off to supervise children getting off to prevent them from running into the road etc. Passenger must only get on and off the vehicle when it is at a complete stand still and safely parked.	M
	The journey.	All staff and participants	M	Driver should planned appropriate route before leaving. Driver to allow enough time to get to destination. Driver need to consider planning breaks for longer journeys. Keep the centre updated on any delays or hold ups so they know where you are and when to expect you back. Call in must be made before leaving to set off back so that the centre knows what time to expect you back.	L
	Unsafe behaviour from passengers.	All staff and participants.	H	Clear boundary's and rules to be set for the passengers before leaving. Passenger must not interfere with dashboard controls even when the vehicle has stopped. Driver should be aware of individual participant risk assessments. Driver to see a member of the senior team if they have any worries about passengers.	M
				Drivers are to make sure the vehicle carrying capacity is never exceeded. Drivers to make sure that any passenger with special needs are seated appropriately. Driver is to make sure that all luggage is stowed away correctly and safely. Drivers are to make sure the walkways and exits are kept clear. Driver is to make sure that all seatbelts stay on throughout the journey	
	Group	All staff, participants and	M		

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management	participants and other road users.	H	Passengers are never to be left alone in a vehicle unsupervised or if it breaks down.	L
			The doors to the vehicle must never be locked while driving in case of an emergency.	
			Driver must always have a form of communication.	
			Driver is to do regular head counts before leaving to ensure that everyone is with them.	
			It is the drivers responsibility to keep the vehicle clean.	
			Before using a vehicle it is the drivers responsibility to carry out daily checks on it.	
Driver becoming ill	All participants.	M	Staff to determined whether there is need for more than one driver for the journey.	L
			Driver must have mobile phone to contact help if needed.	
			Passenger is aware of emergency procedure if necessary.	
Weather conditions.	All staff and participants.	H	Driver to be aware of the risks of different weather conditions and drive in accordance with them.	M
Emergency situation	All staff and participants.	M	Staff are aware of the emergency procedures in case of incident/accident	L
			Staff are to carry mobile phone with them to call for help.	
			Driver is to make sure that passengers are aware of the emergency procedure in the event of an emergency.	