LILBOURNE PARISH COUNCIL



This generic risk assessment provides general safety guidance applicable to all type of journeys currently undertaken by our service. Further assessment will be conducted when addition risks are identified for specific journey types.

Significant hazard and identification of risks	Persons at Risk	Risk Rating	Control measures including any relevant sources of guidance	Additional Control Measures	Residual Risk Rating
Inadequate preparation and pre-journey checks	Driver, Passengers School Pupils/Students	HIGH	Activities required of the driver before and during the journey: The minibus driver must not consume any alcohol on the day of driving the vehicle until after the driving has been completed. The minibus driver must not consume alcohol to excess on the evening before driving the minibus. The minibus driver must not be taking any medication which could affect fitness to drive (consult with your GP or the Health Centre if taking medication). Pre-plan the journey, be fully prepared and allow sufficient time for the travel Drive safely and with due care, observing all traffic regulations, including speed limits. **Do not use a handheld mobile phone while driving** (when stopped at traffic lights or in a queue of traffic you are still considered to be driving).	Only drivers authorized by Lilbourne Parish Council are authorized to drive the Minibus. All our approved drivers of the Minibus are volunteers and have the appropriated level driving licence and have been MiDAS trained. A copy of the current edition of the Highway Code is kept within the “Minibus Information Folder” that remains within the vehicle at all times.	LOW

			Ensure all passengers are seated and that the carrying capacity for passengers is not exceeded. Check all luggage is correctly stowed, with aisles unobstructed. Check the vehicle is not overloaded. Ensure all doors are closed, but not locked and that emergency exit doors are not obstructed. Check that all seatbelts are used according to legal requirements. Ensure no hazardous materials or flammable liquids are being carried Make sure that no one on board smokes Identify and use safe pick-up and drop-off locations. **Complete drivers Journey Details & Record Sheet including Pre-Drive Safety Check Sheet** Leave the vehicle interior in a clean condition. Ensure that there is sufficient fuel left to allow the next user to begin the next journey.		
Driver Tiredness	Driver, Passengers School Pupils/Students	MED	Arrangements in place for Controlling drivers' hours maximum driving time/maximum driving day rest breaks second driver.	Stop for twenty-minute break after two hours driving one hour after four hours driving maximum driving day eight hours.	LOW

DBS Checking required for Schools	Children. School Pupils/Students	MED	Where required the allocated driver will have a current Enhanced DBS Certificate.		LOW
Travel Sickness	Children. School Pupils/Students	LOW	The school/parents provide Sick bags / buckets, paper towels anddisinfectants in case of sickness. If required medication for travel sickness should be taken prior to journey,		LOW
Extreme Weather conditions	Driver, Passengers School Pupils/Students	MED	Obtain weather forecast and road reports before trip and consider cancelation of journey(s) when necessary due to high-risk weather and road conditions.	In the event of a RED weather warning being declared in the area all journeys without exception will be cancelled.	LOW
Pickups and drop offs	Passengers School Pupils/Students	HIGH	Places where passengers are picked up and dropped off should be pre-arranged. Pick up and drop offs should only occur on the near side and not on the traffic side. Consideration should be given to the safety of passengers waiting for the minibus to arrive and boarding and leaving the minibus at these locations. Drivers use hazard warning lights while the vehicle is stationary at the roadside during boarding and alighting. Driver does not pull away from the stop until it is safe to do so. Vehicle doors to remain closed until the vehicle is stationary Passengers should be aware of the behaviour expected of them.	A high-visibility jackets complying with BS EN 471 or BS EN ISO 20471 are provided for the driver and passenger assistance when overseeing the boarding or aligning of passenger during lowlighting conditions	LOW

			Children should be briefed before the journey begins so that they understand why boisterous behaviour is inappropriate.		
	School Pupils/Students	HIGH	Strict supervision always. Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads. Pupils to be made aware of safe collection points.	The school will provide a minimum of two Teachers or Teaching assistants who will be responsible for the children safety and welfare during the journey.	LOW
Minibus Reversing	Passengers School Pupils/Students Pedestrians	HIGH	As minibuses have a significant blind spot whilst reversing great care must be exercised when the vehicle needs to be reversed. Wherever possible a second person must assist the driver whilst reversing by guiding him/her on the outside towards the rear driver's side of the minibus. The person guiding the driver must always remain in vision of the driver and the driver must follow and understand his/her instructions.	Conduct reversal manoeuvres with great care. Make full use of mirrors and the reversing lens.	LOW

Minibus breaks down on a road other than a motorway	Passengers School Pupils/Students	LOW	Park as far to the left side of the road as possible in the safest possible position. If possible, get all the passengers out of the vehicle using near side exits and keep them as far off the road as possible Do not cross the road unless necessary and safe to do so or allow passengers to do so unless necessary and safe to do so. Ensure hazard warning lights are turned on Deploy the warning triangle on the same side of the road fifty metres behind the vehicle. In the event of a breakdown the insurer QBE (Helpline 0800 389 1708) will arrange with the AA for someone to attend the breakdown.	The Vehicle is maintained in accordance with the manufacturer's instructions. An effective vehicle defect reporting system is in place to affect appropriate response. A high-visibility jackets are provided for the driver and passenger assistants in the event of a breakdown.	LOW
Minibus breaks down on a motorway	Passengers School Pupils/Students	LOW	If practicable, leave the motorway at the nearest exit and seek assistance Otherwise, pull safely off the carriageway on to the hard shoulder Try and stop near an emergency phone, they are one mile apart. You may coast along the hard shoulder to reach one. White posts positioned everyone hundred metres have an arrow indicating the direction of the nearest telephone Park as close to the near side of the hard shoulder as possible Switch on the vehicle's hazard warning lights and, at night; switch on all other lights including interior lights.	The Vehicle is maintained in accordance with the manufacturer's instructions. An effective vehicle defect reporting system is in place to affect appropriate response. High-visibility jackets are provided for the driver and passenger assistants in the event of a breakdown.	LOW

			If possible, get all the passengers out of the vehicle using near-side exits. Keep passengers away from the carriageway, preferably on the embankment or behind the barrier. Position the emergency warning triangle on the hard shoulder 100 metres behind the vehicle. Phone the police. The emergency phones are free and connect you directly with the Motorway police Control Room. They will arrange any help you need. The emergency phones are coded so your exact location will be known.	In the event of a breakdown the insurer QBE (Helpline 0800 389 1708) will arrange with the AA for someone to attend the breakdown.	
In the event of an accident	Passengers School Pupils/Students	MED	The driver must stop the vehicle if any person(s), vehicle, or any fixed property or any domesticated animal is damaged or injured. The driver must give his or her own name and address, that of the vehicle's owner and the registration number to any other driver, road user or pedestrian involved. Where any person is injured or there is no exchange of details, the police must be informed as soon as possible, certainly within 24 hours. In addition to the details outlined, the police can be expected to ask for the driver's licence, and an insurance certificate for the vehicle, both of which may have to be produced at a police station of the driver's choice within seven days.	A detail procedure, accident report form, copy of the vehicle insurance document and the relevant contact details are located within the vehicles information folder A high-visibility jackets are provided for the driver and passenger assistants in the event of an accident.	LOW

Minibus catches fire	Passengers School Pupils/Students	LOW	Stop immediately and switch off the engine Leave the gear stick in neutral in case of accidental engine re-ignition Get the passengers out and away from the vehicle, closing the vehicle doors behind them. Call the emergency services If you have time, remove the ignition key Close all windows and, if you think there may be an engine fire, release the bonnet catch from the inside of the vehicle. Do not open the bonnet. Tackle the fire ONLY IF IT IS SAFE TO DO SO (this means you have received training in using fire extinguishers)	As specified by Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 our minibus carries a British Standard fire extinguisher	LOW

Risk Assessment Approval/Review – Document			
	Signature	*Title*	*Date*
		Parish Council	
		Chairman Parish Council	
Date of Next Review not later than May 2027			