



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Transportation Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before using a minibus, car, bus, coach etc along with monitoring for the duration of its use.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic/dropping off measures in place - dropping of and picking up area suitable and safe for participants.	
Terrain / Route - is a route map(s) or sat nav available to help with navigation. - has route been checked for suitability for the vehicle ie road width, bridge heights, weight limits etc.	
Protrusions, slips, trips, falls - are all walkways etc free from trip hazards, protrusions etc.	
Manual Handling - is appropriate safety equipment available ie protective gloves, goggles etc - if required are appropriate lifting mechanisms (trolleys, ramps, lifts etc) in place to move kit in and out of the vehicle safely. - is any equipment, kit, etc that needs lifting in or out of the vehicle within the capability of the individuals carrying it and safe.	
Vehicle Equipment - is all the vehicle equipment/kit in good working order and fit for purpose ie no faults, damage, sharp, parts aligned etc. - is all vehicle equipment/kit stowed safely away and if required strapped/fixed to prevent movement.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - at the end of the journeys ensure the vehicle(s) being used are clean and tidy, fit to be used by the next user and personal items, debris and litter are disposed of or taken away.	
Clothing / Personal kit - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that takes account of the journey, forecast weather and	

<p>time of year, along with any spares that should be brought.</p>	
<p>Vehicle Use</p> <ul style="list-style-type: none"> - is all equipment/kit being taken stowed safely away and if required strapped/fixed to prevent movement. - is the vehicle being used in good working order, fit for purpose ie no faults, damage, etc and appropriate licences and insurance in place. <ul style="list-style-type: none"> • Vehicle taxed, insured, valid MoT. • Minibus permits etc current and valid. • Checked tyres, steering, oil & water, wipers, washer water (including antifreeze), lights, indicators and seat belts/anchors and speed limiter before setting off. • Vehicle has been regularly serviced. • Vehicle not overloaded. • Is vehicle recovery in place and contact details, communication numbers and procedure known. • Is a hazard triangle required. 	
<p>Journey</p> <ul style="list-style-type: none"> - have participants turned up: <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the journey, weather conditions and time of year. • carrying any necessary kit, spare clothing, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. <p>If not act accordingly.</p> <ul style="list-style-type: none"> - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged or unsafe and if so act accordingly. - have participants been briefed on behaviour, what not to do, what to do in an emergency, how to get out safely etc. - is a seating plan/list of attendees required. 	
<p>Personal Well Being</p> <ul style="list-style-type: none"> - do participants have sufficient/adequate personal care products for the event taking in to account the time of day and the time of year eg sun cream, lip balm, etc. - are checks in place to ensure that everyone is eating and drinking adequately and in a good temperament and any injuries have been dealt with quickly. - has vehicle allocation taken account of any medical (car sickness etc) issues. - If medication for travel sickness is required by any passengers prior to a journey, ensure it is taken. - Be aware of any allergies / medical conditions that passengers might suffer from before starting the journey and ensure that proper precautions are taken. - If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time. - If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency. 	
<p>Behaviour - General</p> <ul style="list-style-type: none"> - are any passengers likely to be unsafe due to their behaviour and appropriate measures taken such vehicle allocation. 	

<p>Behaviour - Leadership</p> <ul style="list-style-type: none"> - have leaders been briefed on their role. - are there sufficient leaders / helpers available to manage the number of passengers. - has the driver got a valid driving licence for the vehicle. - is someone familiar with the safe operation of the vehicle eg locking, disabled access methods etc. - are suitable stops in place to reduce tiredness / driver fatigue. 	
<p>Behaviour – Interactions with members of the public</p> <ul style="list-style-type: none"> - have all participants been briefed on required behaviour and code of conduct. 	
<p>Fire Alarm / Equipment / Doors / Emergencies / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is a fire extinguisher required and available. - is a mobile phone or alternative arrangements available and easily accessible for emergencies. - are there sufficient mobile phones / alternative arrangements to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the journey. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - do the leaders and participants know what to do in an emergency including critical incidents. - is a robust InTouch process in place. - are the group details, Intouch and health information available in case of an incident or emergency either in paper format or electronic eg OSM. - have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it. - has a first aid and emergency procedure been put in place and participants know what it is. - can you accurately define your location in the event of the emergency services need to be called. 	
<p>Security / Kit Theft</p> <ul style="list-style-type: none"> - have measures been put in place to minimise theft. - have all participants been briefed on their responsibility for any valuable items. 	
<p>Safeguarding / Lost</p> <ul style="list-style-type: none"> - have all leaders and adult helpers completed appropriate DBS enquiries and are aware of current scouting guidelines eg yellow card etc. - are supervision levels adequate (at least 2 adults in vehicle unless an emergency). - have arrangements been put in place to keep a register of people taking part, what groups they are in and changes throughout the event, along with head counts. - have all participants been briefed on how they should deal with strangers, what to do if lost, have an 'in case of emergency' form etc. - has a lost person procedure been put in place. 	
<p>Weather Extremes</p> <ul style="list-style-type: none"> - has the weather been checked and appropriate adjustments made. 	
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum has someone attending have a valid basic first aid certificate and first aid kit. 	

