



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Transporting People in Vehicles	Date of risk assessment	6 June 22	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	28 Dec 2022 (or with significant change to environment)		

This document covers transporting people in vehicles – cars, minibuses, buses. It should be read in conjunction with the section meeting risk assessment which covers generic items.

Hazard identified? 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?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm may occur from the hazard.</p>	<p>For example: young people, adult volunteers, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example, you may use a different piece of equipment, or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you are doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<p>Lone working – People on their own - risk of a medical or other incident occurring they cannot deal with adequately</p>	<p>Leaders and helpers</p>	<p>No one should be left alone unless in an emergency when no other option is available.</p>	
<p>Traffic – injuries from collisions between vehicles and people</p>	<p>All present</p>	<p>See <i>Section meeting risk assessment for details – particularly dropping off / collecting.</i></p>	
<p>Route taken – accidents, injury, stress</p>	<p>All present</p>	<p>Ensure the driver(s) are aware of the route to be taken before setting off. Appropriate maps to be taken or gps route set.</p> <p>Check that the vehicle is capable of travelling the chosen route. E.g. narrow roads,</p>	

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		<p>low bridges etc.</p> <p>Obey all police/local warnings and diversions.</p>	
Protrusions, slips, trips, falls, collisions – injuries to people moving around	All present	<p>See <i>Section meeting risk assessment for details – particularly slippery/uneven surfaces, lighting levels, free from clutter and sharp objects.</i></p>	
Manual Handling – back injuries, strains, cuts, bruises etc	All present	<p>Ensure appropriate safety equipment is available and worn if required eg gloves etc. However, bear in mind that gloves may affect your grip.</p> <p>Ensure participants don't carry more than they can lift/manage safely in and out of the vehicle. Consider carrying heavier objects with two or more people. Use appropriate lifting mechanisms where available – trolleys, ramps, lifts etc.</p> <p>Remind people how to lift and carry safely if necessary.</p> <p>All lifting and carrying by young people to be supervised by adults.</p>	
Vehicle use – unsafe, unlicensed, uninsured, vehicle recovery, suitability – injury, death	All present	<p>Check that all the vehicle equipment/kit is in good working order and fit for purpose ie no faults, damage, sharp, parts aligned etc</p> <p>Check that all equipment/kit is stored safely away and strapped to prevent movement.</p> <p>Check tax, insurance, MoT and that any permits are current and valid.</p> <p>Check tyres, steering, oil & water, wipers, washer water (including antifreeze) and seat belts/anchors and speed limiter before setting off.</p> <p>Vehicle to be regularly serviced.</p> <p>Vehicle not to be overloaded.</p> <p>Have vehicle recovery in place and be aware of the contact details, communication numbers and procedure to invoke if required.</p>	
Breaks / Abductions / Lost	All present	<p>Head count to be taken prior to departure and when seated ready to depart,</p> <p>During rest breaks young people to be given clearly defined areas in which to stay and where they can visit.</p> <p>Scouts to be in groups never on their own (minimum of three).</p> <p>Young people should not go to the toilet / shops etc without the knowledge / supervision of a leader.</p> <p>Leaders to be positioned where they can see toilet entrances and to avoid possible</p>	

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		<p>abduction / absconding.</p> <p>Leaders to patrol areas scouts are in, especially if not under direct supervision.</p> <p>Head counts to be taken prior to escorting young people back to the vehicle and again when seated on the vehicle,</p>	
Breakdowns – Injury / Death	All present	<p>Party leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of passengers.</p> <p>Choose a safe place to stop and get group out of vehicle if appropriate to weather, age, and behaviour likely. Doors on traffic side not to be used unless completely safe to do so. Put hazard lights on.</p> <p>Call 999 if on roadside and cannot disembark.</p> <p>Strict supervision at all times.</p> <p>Passengers to be given clear safety instructions prior to disembarkation and told to stay seated and belted until vehicle has stopped.</p> <p>Disembark in single file, leader first.</p> <p>If stopped on a motorway the assembly point is to be safely behind the hard shoulder barrier.</p> <p>Hazard triangle to be carried and positioned safely.</p> <p>Post a 'look out' if a roadside wheel change is necessary.</p>	
Road Traffic Accident – Injury / Death	All present	<p>All passengers to sit forward facing and wear seatbelts at all times.</p> <p>Booster seats, baby seats etc to be used if required by law or sensible to do so.</p> <p>Leaders to be positioned adjacent to exits.</p> <p>First Aid kit to be carried to treat minor injuries.</p> <p>Depending on the level of impact, location, weather conditions etc the leader to assess risks and decide on best course of action wrt first aid required, calling for support, evacuating the vehicle and finding a safe assembly point. Evacuations covered in more detail under breakdowns.</p>	
Materials / Rubbish – cuts, allergic reactions, contamination, stains, trips etc.	All present	<p>Ensure any rubbish and unused materials are removed at appropriate intervals during and at the end of any trip.</p>	
Personal Kit - fit for purpose.	All present	<p>Ensure everyone is provided with clothing and footwear that takes account of the</p>	

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		<p>journey, forecast weather and time of year, along with any spares that should be brought.</p>	
<p>Personal Well Being.</p>	<p>All present</p>	<p>Ensure participants have sufficient/adequate personal kit taking in to account the time of day and the time of year eg sun cream, lip balm, glasses, torch, etc.</p> <p>Be aware of any allergies / medical conditions that passengers suffer from before journey and ensure that proper precautions are taken including where they are located in the vehicle.</p> <p>If medication for travel sickness is taken prior to a journey, ensure leaders are aware of this.</p> <p>If any passenger is taking regular medicine's, they have them with them and take at the prescribed time.</p> <p>If a passenger 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 is capable of administering it in an emergency.</p>	
<p>Behaviour– horseplay, overexcitement, injuries.</p>	<p>All taking part</p>	<p>Participants will only be able travel if leaders are sure their behaviour is safe.</p> <p>Vehicle passenger allocation to take account of any behavioural issues. Consider having a seating plan.</p> <p>Passengers are not to speak to or distract the driver in any way or make too much noise (radios, music, singing etc).</p> <p>Behaviour will be monitored for horseplay, dangerous activities etc and the journey will be stopped for a cooling off period if it gets out of hand or injuries are likely to happen. If after the cooling off period things are still not resolved sufficiently to continue on the journey consider contacting the parents to try and resolve, including getting the parent to come and collect the individual concerned, or move to another vehicle if possible.</p>	
<p>Behaviour – Driver - Illegal motoring, tiredness – accident, death</p>	<p>Leaders and Helpers</p>	<p>Adults briefed on their role.</p> <p>Sufficient leaders / helpers available to manage the number of passengers.</p> <p>Someone familiar with the safe operation of the vehicle eg locking, disabled access methods etc.</p> <p>Driver has a valid driving license for minibuses.</p> <p>Driver not to use mobile phone whilst vehicle in motion.</p>	

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		<p>Driver not under the influence of drugs or alcohol.</p> <p>Driver must keep to speed limits.</p> <p>Ensure driver(s) have regular / legal adequate driving rest periods.</p>	
Emergencies	All present	See Section meeting risk assessment for details	
Security / Kit Theft	All present	See Section meeting risk assessment for details	
Safeguarding / Lost	All present	See Section meeting risk assessment for details	
Weather – accidents and injuries	All present	<p>Assess the weather and road conditions beforehand and during the journey and act accordingly.</p> <p>Only set off if safe to complete the journey.</p> <p>Take emergency equipment – eg shovel, chains if snow is forecast.</p>	
First Aid / Injuries that need treatment / Incident	All present	<p>See Section meeting risk assessment for details – particularly the first aid kit being suitable for the type of injuries that might result.</p> <p>A qualified first aid person will be present to deal with any first aid incidents.</p> <p>Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels on buses and should sit towards the front. They should make themselves known to leaders to journey commencement or be picked up on their health form.</p>	
Accessibility / Inclusiveness / Health Issues	All present	<p>Route planned to take into account the passengers, any safety concerns etc.</p> <p>Ensure any accessibility, disability, or behavioural issues have been taken account of.</p> <p>Ensure the vehicle is suitable for the age group ie need booster seats etc.</p> <p>Ensure as far as possible that the vehicle caters for any passenger disability issues – wheelchairs, frames, sticks etc.</p>	
Emergency exit points	All present	Ensure emergency access points are known and not blocked / locked.	