



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	1 Mar 2025	Name of person who undertook this risk assessment	Alan Comber (working with others)
		Date of next review	1 Apr 2026		

This document covers transporting people in vehicles – cars, minibuses, buses, coaches etc. It should be read in conjunction with the Section meeting and events 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?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you are doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Route taken – accidents, injury, stress	All present	Check that the vehicle is capable of travelling the chosen route. e.g. narrow roads, low bridges, steep gradients etc.	
Facilities – health and hygiene issues, injuries etc	All present	For coach journey's consider whether an onboard toilet is required due to the distance travelled or emergencies.	
Vehicle Equipment – unsafe - injury	All present	Check that all the vehicles equipment/kit is in good working order and fit for purpose ie no faults, damage, sharp, parts aligned etc. Ensure that all of the vehicle's equipment/kit is stowed safely away and if required strapped/fixed to prevent movement.	

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Vehicle use – unsafe, unlicensed, uninsured, vehicle recovery, suitability – injury, death	All present	Check that all equipment/kit being taken is stored safely away and strapped to prevent movement. Check tax, insurance, MoT and that any permits are current and valid. Check tyres, steering, oil & water, wipers, washer water (including antifreeze), lights, indicators and seat belts/anchors and speed limiter before setting off. Vehicle to be regularly serviced. Vehicle not to be overloaded. Have vehicle recovery in place and be aware of the contact details, communication numbers and procedure to invoke if required. Additional mandatory safety / legal requirements met eg hazard triangle etc	
Journey	All present	Ensure the driver(s) are aware of the route to be taken before setting off. Appropriate maps to be taken or sat nav route set. Check route real-time traffic information before setting off and during the journey and adjust route accordingly and obey all police/local warnings and diversions. Consider if a passenger seating plan/list is required.	
Manual Handling – back injuries, strains, cuts, bruises etc	All present	Ensure passengers 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.	
Personal Hygiene and Well Being.	All present	Where required by law or provided and feels sensible to do so, all passengers to sit forward facing and wear seatbelts at all times. Where required by law or sensible to do so, young people should use booster seats, baby seats etc. Leaders to be positioned adjacent to exits. Be aware of any allergies / medical conditions that anyone suffers from before the journey commences and ensure that proper precautions are taken including where they are located in the vehicle. If someone needs medication for travel sickness ensure it is taken prior to the journey, and ensure leaders are aware of this issue.	
General Behaviour – horseplay, overexcitement, injuries.	All taking part	Passengers will only be able travel if leaders are sure their behaviour is safe. Ensure vehicle passenger seat allocation takes account of any behavioural issues.	

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		Passengers are not to speak to or distract the driver in any way or make too much noise (radios, music, singing etc). 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.	
Leadership / Driver -- Illegal motoring, tiredness – accident, death	Leaders and Helpers	Ensure leaders are briefed on their role. Ensure there are sufficient leaders / helpers available to manage the number and age of the passengers. Ensure someone is familiar with the safe operation of the vehicle eg locking, disabled access methods etc. Ensure driver has a valid driving license for the vehicle. Ensure driver does not use a mobile phone whilst vehicle is in motion. Ensure driver is not under the influence of drugs or alcohol. Ensure driver keeps to speed limits. Ensure driver(s) have regular / legal adequate driving rest periods.	
Accessibility / Inclusiveness / Health Issues	All present	Ensure planned route and vehicle takes account of any driver/passenger accessibility, disability, health issues, safety concerns etc eg needing toilet stops, catering for wheelchairs/frames/sticks etc.	
Emergencies / Breakdowns / Road Traffic Accidents / Incidents - Injury / Death	All present	In the event of an emergency/breakdown: - party leader to assess risks and decide on course of action dependent on weather, position of breakdown, age of passengers etc and communicate as appropriate. - choose a safe place to stop and if safe to do so and appropriate to weather, age, behaviour likely etc, get group out of vehicle to a safe assembly point. In the event of a road traffic accident: - Depending on the level of impact, location, weather conditions etc the party leader should 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.	

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		In the event of an evacuation decision being made: - passengers to be given clear safety instructions prior to disembarkation and told to stay seated and belted until vehicle has stopped. - doors on traffic side not to be used unless completely safe to do so. - passengers should disembark in single file, with a leader first. - if stopped on a motorway the assembly point is to be safely behind the hard shoulder barrier. - call 999 if on roadside and cannot disembark. Put hazard lights on. Hazard triangle to be carried and positioned safely. Post a 'look out' if a roadside wheel change is necessary. Ensure the strict supervision of passengers at all times.	
First Aid / Injuries that need treatment	All present	Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, young people who are prone to travel sickness should avoid sitting near the wheels on buses and should sit towards to the front. They should make themselves known to leaders prior to journey commencement or be picked up on their health form.	
Safeguarding / Lost	All present	Head count to be taken prior to departure and when seated ready to depart, During rest breaks young people to be given clearly defined areas in which to stay and where they can visit. Young people to be in groups never on their own (minimum of three). Young people should not go to the toilet / shops etc without the knowledge / supervision of a leader. Leaders to be positioned where they can see toilet entrances and to avoid possible abduction / absconding. Leaders to patrol areas young people are in, especially if not under direct supervision. Head counts to be taken prior to escorting young people back to the vehicle and again when seated on the vehicle,	
Other Control Measures - Trading Standards, Environmental Health and	All Present	You must have a Standard Bus Permit under Section 19 of the Transport Act 1985 if you own, borrow (from a local school or community group) or hire a minibus. A permit is required for each vehicle. Permits are valid for five years The permit must be	

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Health & Safety at Work		displayed when the vehicle is in use, and not doing so could lead to prosecution. Further details here - https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/administration-and-management/section-19-minibus-permits/	
Weather – accidents and injuries	All present	Monitor the weather forecast in advance of the journey and adjust accordingly - timings, route etc. If the weather is looking too severe consider cancelling the journey. Weather forecasts should be checked before setting off on the journey and monitored throughout and route, timings etc adjusted accordingly. Only set off if it's safe to complete the journey. If weather becomes too bad (snow, wind, rain etc) stop and consider options ie waiting for weather to break, find accommodation etc. If weather is likely to be freezing, consider taking de-icer etc. If snow is forecast consider taking emergency equipment – eg shovel, chains, blankets, hot drinks etc	