



SAINT JOHN'S

Minibus Driving Policy

Autumn 2021

Designated Member of Staff	Head Teacher
Committee with responsibility	Resources
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Issue Number	Issue Date	Summary of Changes
1	December 2021	Re-formatting of the policy

We follow GCC guidance.

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Section 1- Introduction

Purpose

There is a duty under the *Health and Safety at Work Act 1974* to ensure as far as reasonably practicable the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

The *Management of Health and Safety at Work Regulations 1999* also apply and require that risk assessments are undertaken for activities with significant risks, and that effective management controls are put in place and implemented.

The *Provision and Use of Work Equipment Regulations, 1992* (PUWER) also states that work equipment (which includes minibuses and trailers) must be suitable for purpose, maintained in safe condition and employees must be given information, instruction and training as appropriate.

When considering driving safety there are also a number of road traffic laws to take into account, including the *Road Traffic Act 1988*.

This guidance provide information on managing the driving of minibuses and details employees (driver) responsibilities. It explains the processes to be followed in evaluating the risks associated with driving at work and the control measures that need to be in place to mitigate those risks, which include driver familiarisation and training, driver licence checking etc.

All the standards set out in this document are important; they will help to ensure we operate safely and legally. To differentiate between what is legal and what is good practice different terms are used.

All standards that are either required by law, Saint John's and Council policy or as a result of conditions set by our insurers, must be closely observed and they indicated by the term **must**.

Other standards are recommended because they are good practice which should be followed in the interest of safety, reliability and cost effectiveness. These are indicated by the term **should**.

Section 2 - Guidance

2.1 Policy

The school recognises the need to protect employees and passengers from the dangers of work related driving and is committed to the principle that transport accidents (including road traffic accidents) are generally avoidable events.

The school has general duties under the *Health and Safety at Work Act 1974* to ensure the safety of employees and passengers affected by its work activities, and a duty to assess significant risks under *the Management of Health and Safety at Work Regulations 1999*. In practice, risk assessment needs to take place not only at an organisational level but also at a personal level by the individual driver.

The school will:

- comply with regulatory requirements;
- provide standards not less than those set out in any relevant approved codes of practice;
- take all reasonable steps to ensure as far as reasonably practicable that employees driving minibuses do so in a manner that reduces the risk to themselves, other employees, passengers or any other person who could be affected;
- provide suitable training to ensure that all employees are aware of their roles and responsibilities.

Employees involved in the driving of the school minibuses must fully familiarise themselves with the contents of this document and all associated documents.

2.2 Responsibilities

2.2.1 Managers

The Headteacher must ensure that the risks of driving a minibus carrying passengers have been assessed, controlled and documented. In the absence of a Head Teacher, the task of assessment will be delegated to the Office Manager who will oversee the carrying out of risk assessments by those organising visits and the driver of the minibus.

The Headteacher must ensure that employees who drive in the course of their work duties have a valid driving licence, are suitably trained and are medically fit. The nature and frequency of these checks must be proportionate to the level of risk.

The Headteacher must ensure that all new employees complete and pass the Minibus Driver Occupational Health Check before they drive the school owned minibus.

The Headteacher must ensure that no unrealistic demands or timescales are imposed on employees driving, and ensure that they adequately consider, through risk assessment and working practice, the risks of driver fatigue.

The Headteacher must ensure that all vehicles are maintained to the required standard and that employees are given sufficient time before the start of any journey to ensure the vehicle they will be driving is fit for purpose.

The lending of the minibus must be tightly controlled. Driver's must have the appropriate licence and have passed an occupational health check.

In the absence of the Head Teacher, the Office Manager must ensure that the minibus has a driver's log and that the appropriate sections are completed before and after each journey. Failure to identify the driver in the event of an offence could result in points and a heavy fine for the school.

2.2.2 Employees

Drivers must ensure that they are familiar with their area of operation, follow any risk assessments and ensure that they work in compliance with those that cover minibus driving and the passengers being transported.

Drivers are responsible for risk assessing any one-off journeys using the guidelines shown in [Appendix A General Risk Assessment for minibus use](#). This assessment need not be recorded but drivers must be aware of these guidelines when planning journeys. Drivers must take appropriate personal responsibility for ensuring that they do not drive when fatigued and take adequate breaks (e.g. 15 minutes every 2 hours) to reduce fatigue, while remembering at all times that they have a legal duty of care to their passengers.

Drivers must adhere to the *Highway Code*, follow road traffic instructions and relevant speed limits, whilst additionally making allowance for prevailing road and weather conditions.

Employees must promptly report all work-related transport and road traffic incidents using the Council's incident reporting system. The incident reporting procedure can be found by following this link: <http://www.gloucestershire.gov.uk/schoolsnet/article/112242/Accident-Reporting-and-Investigation> [requires Schoolsnet login to access]

All road traffic collisions must also be reported to the County Risk Management Insurance Services.

Drivers of any vehicle are legally responsible for:

- the roadworthiness of the vehicle;
- any infringement of the law whilst driving; and
- fines relating to any road traffic offence they commit.

Employees must report in writing any defects or damage to the vehicle to the Head Teacher as soon as practicable. Where another driver may subsequently use the vehicle the damage or defect must be brought to the attention of the driver before the vehicle is subsequently used.

Employees must ensure that they have a valid driving licence and that any additional points or disqualification from driving is reported to their manager. [See 2.9 Driving Licences, page 11](#)
Employees must report any health problems, which might affect their ability to drive. Failure to do so may result in disciplinary action. [See 2.13 Driver Health, page 13.](#)

2.3 Risk Assessment

In the absence of the Head Teacher, the Office Manager is responsible for ensuring that suitable and sufficient risk assessments are in place for driving activities and that these are adequately communicated to employees and control measures implemented.

Risk assessments must be proportionate to the level of risk involved in the driving activity. Aggravating risk factors include:

- transporting service users or children (these both present risks and are at risk themselves);
- carrying items of equipment (particularly large/heavy; fragile or high value items);
- the carrying of wheelchair users and/or SEN clients;
- driving outside of normal working hours, or in adverse conditions (e.g. evening trips, camps etc.);
- longer trips that may involve leaving the county or going to Europe;
- driving minibuses whilst also towing a trailer (which require additional competencies and training).

Risk Assessment procedures are designed to ensure that their employees know what to do in the event of an emergency whilst driving, e.g. the arrangements for contacting colleagues, the emergency services and breakdown organisations etc.

When assessing risks, staff must give consideration to any items that are transported by employees, and ensure safe working practices are in place (i.e. items secured properly, moving and handling risk assessed and controlled, etc.).

2.4 Driver Competence and Training

Where any vehicle is provided for work purposes, managers must ensure that they consider the competency requirements for use of the vehicle. It is advisable to seek technical advice from the Integrated Transport Unit or Safety, Health & Environment and the Head will ensure that this is carried out for all new vehicles.

It is advisable but not compulsory for all minibus drivers attend and complete the nationally recognised Minibus Driver Awareness Scheme (MiDAS) Further information on MiDAS is available from the Gloucestershire Road Safety Partnership – [See Section 2.10.1, page 12.](#)

As a minimum standard in all cases, general familiarisation with the vehicle (for example as part of the employees' induction or for employees when a new vehicle is introduced) will be required. This familiarisation must cover issues such as ensuring that users know where to access the manufacturer's handbook, how to check air, oil and water levels and how to refuel the vehicle with the appropriate fuel type. This familiarisation must be recorded, for example within the local induction process.

2.5 Vehicles

Drivers are legally responsible for ensuring the vehicles they drive are roadworthy and fit for purpose.

The caretaker is responsible for carrying out weekly vehicle checks in term time following the format set out in the county supplied PCV50 booklets.

The normal inspection frequency for Council minibuses is every **ten weeks** and the school will ensure that the same inspection frequency is followed for the school's minibus.

Inspections must be carried out using the guidance issued by VOSA entitled 'Guide to Maintaining Road Worthiness'

It is important that if the school ever seeks to hire vehicles on contract ensure the vehicle supplier is aware of the requirement for a more frequent inspection schedule, as this will reflect in the leasing/hire charges.

An MOT test is due on the first anniversary of registration and yearly thereafter.

As the minibus has 16 passenger seats it will need a class V test.

A responsible officer should be nominated for the vehicle to oversee all aspects of its operation with this role included in the individual's job description. In the absence of the Head Teacher, the Office Manager will have this responsibility at this school.

The minibus will be maintained at a test station approved by the Council Transport Engineering team for the type of vehicle concerned.

The minibus displays the statutory 'School Bus' signs on front and rear of the bus.

The school recognises its responsibilities for the selection and maintenance of the vehicle and for ensuring that we have appropriately competent drivers.

It is illegal to charge passengers for carriage on a minibus without a PCV operator's licence, known as a Section 19 small bus permit and as we do not have one the hiring out of our vehicle will not be permitted.

2.5.1 Insurance

The county's minibus insurance policy provides comprehensive cover for use of the vehicle. An excess is applied on each claim for damage to the vehicle (currently £200).

If a vehicle is hired or borrowed from another party, you must ensure that:

- insurance cover is in place before using the vehicle,
- a valid small bus permit is displayed; and the vehicle has been correctly maintained.

In order to reduce claim risk the vehicle is parked securely because theft of (and from) and damage to parked vehicles, is a high risk.

The county's fleet policy does not provide any insurance cover for private use or passengers' personal effects.

2.5.2 Lending and borrowing minibuses

The Council's motor insurance policy provides comprehensive cover for minibuses. The minibuses are covered for Council business only and must not be used for private purposes.

Whilst vehicles can be loaned to other Council establishments that insure with Risk Management & Insurance Services, vehicles MUST NOT be loaned or hired in a 'self drive hire' basis or for 'hire and reward' to outside organisations. There are some occasions when community use of the minibus is allowed but only when the activity is an extension of the Council's business objectives. *However, Risk management & Insurance must approve this use.*

If you borrow minibuses (this includes those organisations that hire buses commercially as well) you need to ensure the following:

- that the minibus you are borrowing/hiring is 'fit for purpose'.
- that appropriate insurance arrangements are in place and if required that Risk Management & Insurance are notified that they need to provide temporary cover;
- that you have a small bus permit to display in the vehicle;
- you have a suitably trained driver;
- you are aware of the breakdown arrangements.

To assist in all aspects of the lending and borrowing of minibuses the Gloucestershire Minibus Scheme can advise. [See http://www.glosminibusscheme.co.uk/](http://www.glosminibusscheme.co.uk/)

If operating under the County's insurance establishments that belong to (or are looking to join) the Gloucestershire Minibus Scheme you should ensure that the use of the minibus falls within the above insurance policy conditions.

2.5.3 Accident procedures (UK only)

If you are involved in an accident while driving a Council vehicle, you MUST follow this procedure:

- STOP! (In as safe a place as possible);
- if necessary (for example if there is a risk of fire or other danger) you should evacuate the vehicle but only if safe to do so. In some cases vulnerable passengers may be safer left in the bus rather than being outside;
- find out if there are any injuries to persons or animals, and the extent of the damage to other vehicles and/or property. Arrange for Ambulance and Police assistance if necessary using 112 from a mobile if possible as this will allow services access to your location via GPS;
- exchange names and addresses and insurance company details with the other parties involved;
- if property is damaged or livestock injured and the owner or keeper is available, exchange names and addresses and insurance company details as detailed above. If you cannot contact the owner/keeper, then the accident damage must be reported to the Police in person as soon as possible, but this must be done within 24 hours;
- record the names and addresses of witnesses where possible. Do not discuss the incident. If possible, take photographs;
- do not discuss responsibility for the accident either as a driver or as a representative of the Council. Under no circumstances must you admit liability.

An accident claim form must be completed. You can get a copy of this from the Insurance Section and it must be returned promptly to them when you have completed it.

You cannot authorise any repair work to be carried out to your own or the other party's property or vehicles without the consent of our insurers. (If you do not discuss the incident, misunderstandings are unlikely to occur.)

This procedure applies only to County insured vehicles:

If the vehicle is not driveable, or is in need of major repairs, you must contact Gloucestershire Fleet Services to arrange vehicle recovery and/or repair:

- during office hours - Gloucestershire Fleet Services 01452 425994; or out of office hours - Ryder on 0800 282844.

If driveable you may be asked to take the vehicle to the County's authorised repairer. If the repair estimate for labour charges exceeds £400 then an engineer's inspection will be required. In this case the repairer will automatically fax an estimate to the insurers, who will arrange an inspection.

If you have any queries or problems regarding a motor vehicle accident, contact GCC Risk Management & Insurance.

2.5.4 Vehicle breakdown

In the event of a vehicle breakdown, it is important that all employees are aware of their responsibilities. These responsibilities vary slightly depending on whether the vehicle is carrying passengers and, if so, what type. Guidance is as follows:

- if possible, always try to stop in a safe place;
- if you have passengers on board assess the situation taking into account individual circumstances and follow the safest course of action. On motorways this would involve evacuating the minibus, but this is not always possible. Should this situation arise then standard breakdown procedure should be followed with all passengers remaining on the vehicle with their seatbelts on;
- contact Gloucestershire Fleet Services to arrange vehicle recovery and/or repair: during office hours - Gloucestershire Fleet Services 01452 425994; or out of office hours - Ryder on 0800 282844
- on motorways you should always attempt to use the roadside phones. This will link you directly to the Highways agency. If this is not possible dial 112 for the emergency services. They will then manage the situation including arranging recovery. In some cases this may necessitate closing lanes;
- you should remain with the vehicle until it is either repaired or recovered but your first duty is to ensure that all of your passengers are safe. Most minibus breakdown arrangements (including Ryder) will attempt to move your passengers to a place of safety/shelter. This maybe some considerable distance away from your destination so alternatives arrangements should be in place. Your emergency procedures and travel risk assessments should identify these risks and the appropriate control measures/arrangements.

In addition to above, should your vehicle catch fire:

- evacuate the passengers via the nearest exit starting with those that are quickest and easiest to move.
- do a head count.
- close the doors if safe to do so and call the emergency services.

It is important that any evacuation is done efficiently and as quickly as possible. Do not attempt to use the extinguishers located in the bus, as they will be ineffective. They are only designed to be used if either your exit is blocked by fire or someone's clothing is on fire.

2.6 Journeys

Managers and employees both have a responsibility to ensure that journeys are planned with safety in mind e.g.:

- that sufficient time is allocated to make those journeys;
- driving hours must be controlled through sensible planning and an additional driver if necessary. Although non-commercial activities such as those operated by Councils are not covered by drivers' hours regulations, this legislation should be used as good practice i.e. taking the equivalent of a 15-minute break every 2 hours;
- where long-distance journeys have to be made, drivers must take breaks as necessary to prevent fatigue when driving;
- when planning breaks, those that carry wheelchair users must take into account their needs and the additional time required;
- employees, such as teachers, who are required to drive after a days work, must ensure they have sufficient breaks (i.e. the equivalent of 15-minutes every 2 hours) during the day if they are likely to have to drive for more than 1 hour.
- the Council has set a 13 hour limit (including breaks) on working time, following which there must be no driving until a full daily rest period is taken;
- trips that involve overnight stays must be planned to ensure that the following day's driver is sufficiently rested;
- extra allowance must be made for travelling during peak driving times and during adverse weather conditions; where weather conditions are sufficiently severe, journeys must not be undertaken. Weather warnings and travel advice in the media and from the AA or RAC should be heeded.

Useful information for planning journeys can be obtained from:

- Met Office forecast (including weather warnings) http://www.metoffice.gov.uk/weather/uk/uk_forecast_weather.html
- AA Roadwatch traffic reports http://www.theaa.com/travelwatch/travel_news.jsp; or RAC Traffic News: - <http://www.rac.co.uk/web/trafficnews/>

The requirements for taking a minibus aboard are extensive and vary from Country to Country. It is highly recommended that only professional operators be used. Fleet Management can advise on these requirements.

2.7 Transporting Passengers, including Children and Service Users

2.7.1 Passenger risk assessment

Transporting passengers often introduces additional risks. Where employees merely carry a work colleague these are usually minimal additional risks (the possibility of distraction for example). However, transporting young people needs careful planning following the established guidance that we are obliged to follow for all educational visits detailed in our separate Offsite visits Policy.

2.7.2 Children and use of seatbelts

The law requires seatbelts to be worn where fitted. In the case of passengers under 14 the driver is responsible for ensuring that they wear a seatbelt.

Drivers also owe a duty of care to all passengers by ensuring everyone keeps their seat belts on. The driver must issue a verbal instruction, prior to departure, and notices near all the seats should reinforce this. Drivers must be prepared to refuse to move until they are sure all seat belts are secured.

Our school minibus is fitted with 'all-age' or 'generation' seatbelts, which are designed to be adjustable for all children so we do not need to consider the use of booster seats for any children.

2.8 Licence Requirements for Minibus Drivers

Changes to the regulations in January 1997 affected the entitlement to drive a minibus.

Holders of full car licences obtained before 1st January 1997 (showing entitlement to driver groups 'A' and 'B automatic' on old licences, and groups 'B' and 'D1 not for hire and reward' on new licences), can:

- drive a minibus with a maximum of 17 seats;
- drive a minibus for a not-for-profit organisation;
- tow a trailer, which is signified by the '+E' entitlement on new licences; be paid for driving.

However, these licence holders cannot:

- drive a minibus abroad
- drive for a commercial company in UK
- drive after the age of 70 without passing a medical to renew the entitlement.

Drivers who obtained full car licences after 1st January 1997 are restricted to driving vehicles with up to eight passenger seats, and need to take an additional driving test and meet higher medical standards before driving higher capacity vehicles. Towing a trailer is also prohibited. An additional test and higher medical standards are also required to gain the '+E' entitlement. In certain circumstances, however, drivers may be allowed to drive a minibus with up to 17 seats without having the category D1 entitlement **but to avoid confusion, anyone driving a County insured minibus must have the 'D1' entitlement.**

The school will arrange for the training of relevant staff volunteers to allow them to obtain the D1 entitlement at a cost of about £1,000 per person through the county council. Those with the D1 must pass the MIDAS assessment.

2.9 Driving Licences

The school is responsible for checking that drivers have a valid driving licence and this will be carried out, in the absence of the Head Teacher, by the Office Manager. A form recording the details of the licence and the checking date will be kept in a confidential file with other safeguarding information.

2.10 Training

2.10.1 Minibus Driver Awareness Scheme (MiDAS)

The County Council advises that insured vehicles have completed and passed MiDAS prior to driving a minibus with passengers on board and that the standard module (see below) for the nature of the work they will be doing is taken. They will also need to be passed as medically fit (see section 2.12 Driver health).

MiDAS training is provided by a Driver/Assessor Trainer (DAT) and consists of: ½ day during which the driver will be provided with the basic skills and information needed to drive minibuses. A simple eyesight check will be under-taken prior to the start of the practical driving assessment commencing, during which the driver will be given:

- a demonstration drive by a DAT so that they can see the standard of driving which is required
- an opportunity to drive the vehicle under supervision in order to receive on-road vehicle familiarisation
- an assessment of their driving skills completed, by arrangement, at a later date lasting up to up to 1½ hours
- a theory assessment at the end of the training session

After 4 years, drivers must attend a refresher training session, which will involve the following:

- classroom based training session;
- further theory assessment
- re-assessment of your driving ability.

2.10.2 Driver's logs

2.11 Use of Mobile Phones in Vehicles

It is an offence to use a hand-held mobile phone at any time when the engine is running. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running.

There is one exception to this rule: if your life is in danger and you need to contact emergency services on 999 and to stop would exacerbate the situation.

Employees are actively discouraged from using 'hands free' phone systems and are advised that their use can still be distracting and hazardous. Potentially a user may still be deemed to not be in adequate control of the vehicle.

NB: The fine, if caught, while driving a minibus, particularly with passengers is likely to be considerably higher than those for a car driver.

2.12 Smoking in Vehicles

Smoking in minibuses is not permitted as they are places of work and vehicles must display No-Smoking signs in both the front and rear compartments.

2.13 Driver Health

2.13.1 Responsibilities

No member of employees should drive at work under any circumstances that they know may affect their ability to drive safely. It is the duty of any member of employees who is required to drive for business purposes to inform their line manager if they are suffering from any illness or health condition which impairs their ability to drive, or if they are required to take medicine that might affect their judgment.

Managers must promptly refer employees that drive as part of their job to the Occupational Health if it is suspected or reported that they have a health problem which could affect their ability to drive safely.

Where necessary, the manager must suspend the member of employees from driving.

2.13.2 Occupational Health (OH)

Included within the MiDAS training is a medical screening programme. This is carried out by OH and involves the completion of a medical declaration. OH follow DVLA standards which means that anyone over the age of 45 will be called in for a medical and every 5 years hence if they continue to drive Council insured minibuses. This increases to yearly medicals at the age of 70 that are in addition to medical process required to retain the D1 entitlement on your licence. Some employees under the age of 45 may also be called in if their medical declaration deems it necessary. Should anyone be found to be medically unfit, entitlement to drive minibuses will not be given.

2.13.3 Eyesight

The safety of everyone could be affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements detailed within the *Road Traffic Act 1988* and within the *Highway Code*. Drivers must ensure that they have periodic eyesight tests to ensure that they do not require corrective lenses for driving purposes or, where corrective lenses are worn, that the prescription remains valid.

The OHU undertakes an eyesight test, as part of the MiDAS medical screening, and a basic test will also be carried out prior to the MiDAS practical assessment

2.13.4 Alcohol and drugs

Drinking any amount of alcohol, even within legal limits, affects a person's ability to drive. Employees must not consume alcohol during any journey, or for a lengthy period before hand. Care must be exercised when using medication that may affect your driving and you should identify any side effects such as drowsiness while ensuring you follow the manufacturers instructions and never exceed the recommended dose.

3.13 Further Information and Assistance

For more information or in the event of enquiries, contact Bob Gibbons in Fleet Management (01452 425994) or bob.gibbons@gloucestershire.gov.uk

Alternatively contact Safety, Health & Environment on 01452 425350 or she@gloucestershire.gov.uk

Appendix A – Generic Risk Assessment – Operating Minibus



WORK ACTIVITY INVENTORY

Activity	Potential hazards	Is this a significant risk?	If risk assessment completed record details (date and reference) here
		Yes/No	
Maintenance of Minibus	Exposure to chemicals, Finger traps, cuts	Y	
Driving Minibus on highway	Vehicular breakdown, Vehicular accident/collision, Fire	Y	
Driving Minibus on-site	Impact with pedestrians	Y	
Assisting ambulant passengers	Slips, trips, falls, Moving & Handling injuries	Y	
Transporting Service Users	Medical emergencies	Y	

Name of person compiling inventory

Name(s) of persons assisting in compiling this inventory:-

Post

Location

Caretaker

Signature:

Date:

Risk Assessment Form

WORK ACTIVITY RISK ASSESSMENT



Task being undertaken: Operating Minibuses or similar - Transport of children/staff

Date of assessment: October 2021

Activity	Potential Hazards	Existing Control Measures	Degree of Risk			Additional Action Required/Comment	Degree of Risk		
			With Existing Measures	With Additional Control Measures	Total		L'hood	Severity	Total
			L'hood	Severity	Total		L'hood	Severity	Total
Maintenance of Minibus	Exposure to chemicals (diesel, oil, hydraulic fluid);	Routine maintenance – limited exposure, Wear disposable gloves (provided at forecourt) when refueling Wash hands if contaminated with oil or diesel;	3	1	3				
<i>(ditto)</i>	Finger traps, Cuts, burns	Exercise caution; Avoid working in engine bay when fan running and/or engine hot; Accident/incident reporting procedure	2	2	4				

Activity	Potential Hazards	Existing Control Measures	Degree of Risk			Additional Action Required/Comment	Degree of Risk		
			With Existing Measures	Existing Control	Control		With Additional Measures	Additional Control	Control
			L'hood	Severity	Total		L'hood	Severity	Total
Driving Minibus on highway	Vehicular breakdown;	<p>Regular servicing of vehicle by contractors;</p> <p>Undertake daily/weekly user checks (fuel, oil, water, tire pressure, horn, lights etc)</p> <p>Heed warning lights & investigate abnormal behaviour (noises etc)</p> <p>Mobile phone to call for assistance;</p> <p>Membership of breakdown recovery organisation.</p>	3	1	3				

Activity	Potential Hazards	Existing Control Measures	Degree of Risk			Additional Action Required/Comment	Degree of Risk		
			With Existing Measures	Existing Control	Control		With Additional Measures	Additional Control	Control
			L'hood	Severity	Total		L'hood	Severity	Total
Driving Minibus on highway	Vehicular accident/collision;	<p>No drinking alcohol or consumption of drugs (heed information on medication)</p> <p>Allow sufficient time for journey;</p> <p>Take regular breaks on longer journeys;</p> <p>First Aid kit on vehicle Adhere to relevant speed limits and Highway Code;</p> <p>Exercise appropriate levels of awareness;</p> <p>No use of mobile phone when driving;</p>	2	4	8				
Driving Minibus on highway	Driver competence failures	<p>Driver training for minibus (MIDAS)</p> <p>Driver health assessment (within MIDAS)</p> <p>Valid driving licence;</p> <p>Manager to check valid driving licence annually;</p>	2	4	8				

Activity	Potential Hazards	Existing Control Measures	Degree of Risk			Additional Action Required/Comment	Degree of Risk		
			With Existing Control Measures				With Additional Control Measures		
			L'hood	Severity	Total		L'hood	Severity	Total
Driving Minibus on highway	Fire	Fire Extinguisher on board. No smoking in vehicles.	1	4	4				
Transporting children/staff	Medical emergencies	First Aid Kit on Board; Driver and escort trained in basic First Aid Procedures, where possible; Mobile phone to summon assistance; Staff aware of specific medical needs of pupils	4	2	8				

Assessor's details					
Name:		Job title:		Signature and date:	
Manager's acceptance					
Manager's name:		Job title:		Signature and date:	

Likelihood (L'hood)	ty
1. Very unlikely (5 years or more)	1. Very minor injury (minor cuts/grazes. Very limited property damage/loss
2. Unlikely (1-5 years)	2. More serious injury <3 days off work/incapacity (sprains, more serious cuts, bruising. Injury needing medical attention. Slight property damage/loss.
3. Likely (6-12 months)	3. RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 3 days off school. Significant property damage/loss.
4. Very likely (1-6 months)	4. RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.. Certain (more than 1 per month)	5. Single or multiple staff fatality. Catastrophic property damage/loss.

Risk Ranking

1- 5	Low Risk
6-15	Medium Risk
16-25	High Risk

	1	2	3	4	5	Severity
1	1	2	3	4	5	
2	2	4	6	8	10	
3	3	6	9	12	15	
4	4	8	12	16	20	
5	5	10	15	20	25	

Likelihood

