

PHOENIX CANOE CLUB & OUTDOOR CENTRE – RISK ASSESSMENT FORM – MINIBUS TRAVEL OFF-SITE
 GENERIC RISK ASSESSMENT BY PHIL ATKINSON, CENTRE DEVELOPMENT DIRECTOR – REVIEWED MARCH 2025

Hazard / Risk	Priority	Action / Risk Control	By whom
Travel			
Illegal motoring	Medium	<ul style="list-style-type: none"> • Drivers must have a valid driving licence with full D1 entitlement and be authorised to drive the minibus by the management • If towing, drivers must have a valid driving licence with full D1+E entitlement and be authorised to drive the minibus by the management • Drivers must inform DVLA of any medical condition that affects their ability to drive • Drivers must not use mobile phones or hand held radios in the minibus unless the vehicle is safely parked • Drivers must not drive under the influence of drugs or alcohol • Drivers must keep to the speed limits and observe all road signs, traffic regulations and laws • Driver to check that road fund licence, insurance, vehicle recovery membership, MOT and permits are current and valid • Operator possesses and will display "Section 19 Small Bus Permit" in minibus windscreen. If loaned to another group, the Section 19 permit displayed must be in their name 	Driver(s) and management

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Defective vehicle	Medium	<ul style="list-style-type: none"> • Management to ensure that vehicle is maintained in accordance with manufacturer’s instructions • Effective vehicle defect reporting system is in place with responsible member of staff to effect appropriate response • Appropriate written records kept: <ul style="list-style-type: none"> • Vehicle documents and mandatory 6 weekly maintenance records • Operating log • Check tyres, steering, oil and water, wipers, washer water (including anti-freeze), seat belts / anchors and speed limited before setting off. • Vehicle is not to be overloaded • Check vehicle is fitted with BSI Approved fire extinguishers and a fully maintained first aid kit • Know location of tools, jack and other maintenance equipment • Know procedure to contact insurers / vehicle recovery company in the event of an incident / breakdown • Ensure vehicle is set up to suit the driver, ie. mirrors and driver’s seat adjusted correctly before setting off 	Driver(s) and management Driver(s)
Vehicle route lost	Low	<ul style="list-style-type: none"> • Ensure that the driver(s) are aware of the route to be taken before setting off. Appropriate maps / Sat Nav / Phone App to be taken • Check that vehicle is capable of travelling the route chosen, ie width restrictions, low bridges. 	Driver(s) / Leaders
Safe driving / route	Medium	<ul style="list-style-type: none"> • Check weather forecast and road conditions beforehand and only set off if safe to complete the journey. Take emergency equipment – e.g. shovel if snow is forecast. • Obey all police/local warnings and diversions • Passengers are not to speak to or distract the driver in any way • Young people briefed beforehand about required behaviour with reasons and consequences 	Driver(s) / Leaders

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		<ul style="list-style-type: none"> • Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus • The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement) • Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road • Pavement side door to be used for boarding/alighting; other side door only to be used in emergency or when parked well away from the road • Aisles and emergency exits will be kept clear of obstructions • All luggage to be stowed securely 	
Breakdown	Medium	<ul style="list-style-type: none"> • Ensure group has means of summoning assistance in case of breakdown or accident. Know details and communication numbers for vehicle recovery operator (in glove box) • Party leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of passengers • Choose a safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of passengers. Put hazard light on and call 999 if on roadside and cannot disembark. • Strict supervision at all times • Passengers to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. • Disembark in single file, leader first 	Driver(s) / Leaders

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		<ul style="list-style-type: none"> • If stopped on a motorway the assembly point is to be safely behind the hard shoulder barrier. Issue foil blankets if needed • Hazard triangle to be carried and positioned safely • Post a 'look out' if a roadside wheel change is necessary 	
Injury as a result of road traffic accident	Medium	<ul style="list-style-type: none"> • Ensure driver(s) have regular and adequate driving rest periods. (say half hour every 3 hours) • Second driver to be used on long journeys and responsible adult to be positioned in the passenger area adjacent to exits • All passengers to sit forward facing and wear seatbelts at all times • First Aid kit to be carried to treat minor injuries 	Driver(s) / Leaders
Struck by moving vehicles in car parks	Medium	<ul style="list-style-type: none"> • Strict supervision at all times. • Young passengers to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads. • Passengers to be made aware of safe collection points. • Passengers to disembark in small groups rather than one long stream 	Driver(s) / Leaders
Rest stops on journey / passengers get lost	Low	<ul style="list-style-type: none"> • During rest breaks passengers to be given clearly defined areas in which to stay. • Young passengers (under 16) to be in groups, never on their own (minimum of three – Buddy system). • Leaders to patrol areas passengers are in, especially if not under direct supervision • Driver to count heads off the minibus and back on the minibus 	Driver(s) / Leaders
Sickness / Medical conditions	Low	<ul style="list-style-type: none"> • Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, passengers who are prone to travel sickness should avoid sitting near the wheels of the bus 	Driver(s) / Leaders

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		<p>and should sit towards to the front. They should make themselves known to leaders.</p> <ul style="list-style-type: none"> • If medication for travel sickness is taken prior to journey, ensure leaders are aware of this. • Be aware of any allergies / medical conditions that children suffer from before visit and ensure that proper precautions are taken 	
<p>Roof racks (when fitted) The LDV Maxus Minibus is not designed to have a roof rack fitted</p>	Medium	<ul style="list-style-type: none"> • It is the driver’s legal responsibility to ensure the roof rack is correctly and securely fitted • It is the driver’s legal responsibility to ensure that all luggage is stowed securely and with no loose straps etc. • An overall cover will be placed over the luggage and tied down securely • Additional helpers and care will be used when lifting and unloading heavy items of luggage • Operator will ensure that safe and secure access (usually fixed ladder) to roof rack is provided • Only authorised persons will be allowed onto the roof • Appropriate care will be taken by those packing luggage on roof, especially during wet conditions • Luggage load will be within capacity of roof rack and vehicle (should not exceed 100kg - see manufacturers’ specifications) • Extra care will be taken when driving, especially cornering / braking 	Driver(s) / Leaders
<p>Where trailers are to be used</p>	Medium	<ul style="list-style-type: none"> • Trailers are not to be towed if passengers are being carried in the rear compartment of the vehicle, unless emergency exit doors are fitted to both sides of the vehicle • Driver will have had suitable prior experience of and/or training in towing trailers before doing so behind a minibus carrying passengers and has the necessary entitlement (D1+E) on their driving licence 	<p>Driver(s) / Leaders</p> <p>Driver(s)</p>

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		<ul style="list-style-type: none"> • Driver will take extra care driving longer vehicle and will keep within lower speed limits required by law • It is the driver’s legal responsibility to ensure that: <ul style="list-style-type: none"> • trailer is securely and correctly connected to minibus before departure • break-away cables are fitted and connected correctly before departure • all lights are fitted and operate correctly before departure • tyre tread and pressures are legal and as recommended (and spare tyre is carried) • brakes, where fitted are “off” and working effectively and evenly • jockey wheel is stored securely and correctly before departure • the trailer is not overloaded (below specified limits for trailer, towing vehicle and gross train weight) • all luggage is stowed securely and safely with no loose straps that could catch beneath wheels etc 	
Party travelling in two or more vehicles in convoy	Low	<ul style="list-style-type: none"> • Each vehicle to travel independently – with its own full complement of staff, paperwork etc • Visit leaders in separate vehicles should be able to communicate with each other, by mobile ‘phone, to keep track of progress. This should not be the responsibility of the drivers. 	Driver(s) / Leaders

Risk Assessment to be updated with Dynamic Risk Assessment by Driver(s) to meet the current needs of the journey / vehicle. Additional RA’s to be incorporated for trips abroad, use of hired / loaned minibus(s), etc. Management to be advised of any deficiencies or amendments to be made to this Risk Assessment.