

East Barnby Outdoor Education Centre Minibus & Trailer Risk Assessments

ACTIVITY	Minibus Transport
HAZARDS	CONTROL MEASURES
* Trapping of fingers in doors	✓ Staff to supervise opening/shutting of doors where appropriate
* Blow to head on entry	✓ Students supervised getting on and off bus
* Vehicle involved in road traffic accident, collision with fixed object or overturning	<ul style="list-style-type: none"> ✓ All drivers must have a current MIDAS certificate and PCV if no D1 on licence ✓ Seatbelts worn whilst bus is in motion ✓ Bus safety checks done and signed for
* Passengers being thrown out of seats during travel	✓ Seatbelts worn and ensured fitted correctly whilst bus is in motion
* Loss of driver control caused by tiredness, lapse of concentration or inappropriate passenger behaviour	<ul style="list-style-type: none"> ✓ Programs planned to avoid long days with long travelling times ✓ Two drivers available if necessary ✓ County Guidelines Doc followed
* Uncontrolled movement of equipment inside the vehicle	✓ All bags and equipment should be properly stored in the overhead luggage racks, in cage or under the seats
* Vehicle handling adversely affected by overloaded vehicle	✓ Care should be taken to ensure that if all seats are full, there is a minimal amount of additional equipment carried in the vehicle, making use of a trailer instead
* Slips and trips when getting in and out of the vehicle	✓ Students to be supervised when getting in and out of the vehicle
* Strains from manual handling of objects into or out of the vehicle or hitching and unhitching trailers	<ul style="list-style-type: none"> ✓ All staff are trained in manual handling techniques ✓ A second person should be used as an assistant for heavy objects / trailers
* Strains from poor driver position or excessive hours at the wheel	<ul style="list-style-type: none"> ✓ Staff should follow MIDAS and county guidelines regarding driving hours ✓ Staff should adjust their driving position for comfort when driving
* Fire resulting from fuel spillage	<ul style="list-style-type: none"> ✓ 2 litre foam fire extinguisher carried in all minibuses ✓ Fire fighting should ONLY be considered to get passengers out of the vehicle if reasonably safe to do so
* Slipping when moving trailer	✓ Staff wear appropriate footwear – students not to climb on/over trailer
* Collision with part of trailer	<ul style="list-style-type: none"> ✓ Movement of trailer supervised by staff ✓ Children warned of hazard of prominent trailer parts if in vicinity
* Dropping equipment from trailer whilst loading	<ul style="list-style-type: none"> ✓ Loading of trailer supervised by staff ✓ Use of correct manual handling techniques
* Uncontrolled movement of	✓ Equipment should be correctly stowed and restrained when the trailer is in use

equipment inside the trailer	
* Vehicle handling adversely affected by overloaded trailer	✓ Care should be taken not to overload the trailer, ensuring that it is used for the purpose that it was designed for and kept within its permissive maximum weight
ADDITIONAL NOTES	✓ Care should be taken not to overload the trailer, ensuring that it is used for the purpose that it was designed for
<ul style="list-style-type: none">⌘ A minibus is defined as any vehicle constructed or adapted to carry between 8 and 16 passengers and is less than 7.5 metres long. This model risk assessment covers the use of minibuses (whether owned, hired or borrowed) when driven by staff or visiting teachers⌘ Risk of accident is increased if the driver is unfamiliar with the vehicle or area, working for a full day and driving long distances at the beginning and end of the day, or driving in unfamiliar road/off or poor road conditions⌘ Please consult policy document for operating procedures⌘ All guidance in the NYCC Guide to minibus operations should be followed at all times⌘ All current midas guidance and procedures should be followed at all times	
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Created by:

date:

Review date: