**RISK ASSESSMENT & METHOD STATEMENT**

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| Name of Assessor: | David Shaftoe | Date: | 10th March 2022, Version 2 |
| Task Being Assessed: | **MINIBUS USE, often fully-inclusive, to various locations, year-round** | | |
| Other RAMS to refer to: | **COVID-19, FIRE SAFETY, WORKING WITH DISABLED PEOPLE, (ALSO DRIVER POLICY & PASSENGER TRANSPORT PLANS)** | | |
| Risk v Benefit analysis: | Minibuses are essential to our work. There are some risks, mainly due to road traffic accidents and slips, trips & falls. Of late, coronavirus transmission is a growing issue. | | |

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| What is the hazard? | Who might be harmed | How might people be harmed | Existing risk control measures | Risk Rating | | | Additional Controls | New risk rating (Residual) | | | Action / monitored by whom? | Action / monitored by when? |
| L | C | R | L | C | R |
| **Manual handling** | Staff  Volunteers | Cuts, bruises, slips, trips & falls  Musculo – skeletal injury | Minibus seats are carried using the sack barrow or with help from a colleague or volunteer  Use of lifting aids | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Driver / leader | Every journey |
| **Road traffic accident /**  **Vehicle Breakdown** | Occupants  Other road users | Injury, possible death | Minibuses to be kept roadworthy  Breakdown cover arranged  Warning triangle carried  Crisis Management Plan in place | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Driver / leader | Every journey |
| **Driver inexperience** | Occupants  Other road users | Injury, possible death | Driver to be qualified and familiar with the vehicle  Mobile phone not used whilst driving | 2 | 5 | 5 | Mobiles | 1 | 5 | 5 | Driver / leader | Every journey |
| **Driver fatigue** | Occupants  Other road users | Road traffic accident | Regular stops to be taken, at least every two hours | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Driver / leader | Every journey |
| **Passengers distracting drivers** | Occupants  Other road users | Injury due to collision | Participant screening prior to starting exercise  Volunteer vigilance  Seatbelts worn at all times.  Discourage excessively loud or boisterous behaviour  Members not to sit in the cab | 1 | 4 | 4 | None identified | 1 | 4 | 4 | Driver / leader | Every journey |
| **Adverse weather conditions** | Occupants  Other road users | Accident due to ice, slippery surfaces or high winds | Note weather report prior to setting off  Carry suitable equipment e.g. sun hats or spare woollies  Adjust session or cancel if the weather becomes dangerous | 2 | 3 | 6 | None identified | 1 | 3 | 3 | Driver / leader | Every journey |
| **Discomfort due to heat and cold** | Occupants | Discomfort | Use of windows, skylights and diesel heater | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Driver / leader | Every journey |
| **Falling alighting or boarding minibus** | Occupants | Cuts, bruises, slips, trips & falls, fractures & dislocations  Damage to property | Minibus kept tidy with clear gangways  Volunteers on hand to assist people off / on the bus and to manage doors    Steps clean & in good condition  Passengers do not alight or enter the bus whilst it is moving or facing onto a busy road  People made aware of hazards and given the option to use designated hand rails  Highlight strips and other visibility aids are in place and visible  Lift used for people with limited mobility. Ensure they hold handrail. Only trained staff and volunteers to operate lift | 2 | 4 | 8 | Extra training on helping people get on/off the minibus | 1 | 4 | 4 | Driver / leader | Every journey |
| **Wheelchairs and luggage unsecured** | Occupants  Other road users | Injury due to unexpected movement | Four way point clamping procedure for all wheelchairs. Refer to MiDAS handbook  Luggage secured under seats or in the cage | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Driver / leader | Every journey |
| **Fire** | Occupants  Other road users | Injury due to fire or smoke inhalation | Fire extinguishers serviced annually  Mobile phones carried  No alcohol to be consumed or smoking on the bus | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Driver / leader | Every journey |
| **Dogs** | Occupants  Other road users | Members bitten or frightened by dogs | No dogs are permitted, except well-behaved assistance dogs | 1 | 5 | 5 | None identified | 1 | 5 | 5 | Driver / leader | Every journey |
| **Low branches, bridges and height barriers** | Occupants  Other road users | Injury to occupants  Vehicle left unroadworthy | Information about weight, height, breadth and length of the bus is clearly labeled in the cab.  Constant vigilance | 1 | 3 | 3 | None identified | 1 | 3 | 3 | Driver / leader | Every journey |
| Method Statement: | | 1. All drivers to be approved and hold D1, MiDAS qualifications. (Also E1 for trailer users) 2. Complete Vehicle Checks. Check Permit 19, insurance & breakdown cover is in place. 3. Drivers to be aware of vehicle safety features and other equipment and its proper usage. 4. Leader to carry emergency details, phone & first aid kit. Welfare kit kept in bus. 5. Volunteers to be reminded their primary role is facilitating the safety of members. 6. Slips, trips and falls - ensure the ‘bus is kept clean and tidy with clear gangways. Someone to be on hand to assist people off and on the bus and to manage the doors. Keep steps in good working condition and clear of mud and water. Do not allow passengers to alight or enter the bus whilst it is moving or facing onto a busy road. Make people aware of the hazard and give the option to use designated hand rails. Ensure that highlight strips and other visibility aids are in place and visible. Make people aware of the bus interior layout. Use the lift for people with limited mobility. Ensure that interior lights are working to assist people. 7. Manual handling - follow manual handling guidelines for carrying equipment e.g. materials & tools. Use volunteers to assist in the removal / placement of equipment. The lift should be used where possible, only by the leader or a trained volunteer. No one should carry or move equipment beyond their ability, strength and health. Equipment and luggage to be stored with the safety of passengers in mind and strapped if possible. 8. Safe wheelchair transport - non-transferring wheelchair users who remain in their wheelchairs are to be strapped in using a 4-point webbing system with appropriate seat belts. The wheelchair should not impede the exit of other passengers and the driver or adult responsible for clamping the wheelchair must be trained. 9. Lift - take care when getting down from the lift or the back of the bus. Use the rear loading light at night. Get help from volunteers on the ground, rather than alighting and re-boarding repeatedly. Ensure lift is serviced and repaired as specified by RICON. Make drivers aware of the manual settings for the lift as well as the electric settings. Ensure no more than one wheelchair and one person or one lone person uses the lift at one time and that wheelchair brakes are on or electrics switched off and that standing passengers use the designated hand rails and are warned of movement of the lift. Make sure there is adequate room for the lift to deploy on level ground and move the ‘bus if necessary to make sure this is the case. Do not use the lift if in doubt of its safety or if fluid appears to have leaked from the mechanism call breakdown assistance. 10. Passenger distractions – passengers must be seated when the bus is moving. Seat belts to be worn at all times. Place seats at a reasonable distance apart, ensuring hand rails are fitted properly and seat people according to their access needs. Never exceed carrying capacity of the bus.Attach equipment to the floor or sides of the bus if it may be a potential hazard and / or unstable. A First Aid kit to be present at all times. Discourage excessively loud or boisterous behaviour - the leader of the activity is expected to keep an eye on this. Passengers must not to throw anything inside or outside the bus at any time. 11. Mobile phones not to be used whilst driving the bus (the law states that the engine should be switched off before using a mobile phone). If the driver needs to make / receive a phone call, they must find a suitable and safe place to stop first. 12. Heat /cold - ensure windows are operational and used for ventilation where appropriate and that the diesel heater is used only as appropriate and is switched off manually after use or when stopping the vehicle. Ask passengers if they are comfortable and remedy where possible. 13. Fatigue - drivers must stop, irrespective of a need to be at a place by a particular time, if they feel tired or ill and find a safe place to walk, sit, rest or get a drink. Drivers must take a break at least every 2 hours and follow other DVLA guidelines. Drivers should not drive if taking medication that is likely to make them drowsy. Also monitor the physical condition, mood and hydration levels of participants in the bus. Regular stops to be taken, including for refreshment. 14. Hand cleaning facilities required, especially before eating, drinking & smoking. 15. Ensure at least one responsible adult (carer or volunteer) sits to the rear with passengers and everyone should look out for one another’s health and safety. Ensure medical and emergency contact details are available for all passengers and that responsible adults are aware of any potential illness or condition. Carry sickness bags and cleaning fluid on board. Carry a set of spare clothes in each bus in the Emergency Kit and replace after use. 16. Drivers should be aware of the day’s weather conditions and take appropriate action to avoid dangerous roads or areas. If conditions worsen to an unsafe state, the driver should take people to a safe place to wait out the weather. 17. RTA / Mechanical Failure - minibus to be kept to roadworthy, as set out by CTA and vehicle guidelines. Road side assistance must be valid and detailed in the ‘bus. Carry a warning triangle on the ‘bus. Minimum of two First Aid kits to be present. Fire extinguishers to be kept serviced and available. Insurance to be kept up to date. Keep relevant documentation available on the bus for inspection by authorities. In the event of a breakdown, remain calm and ensure the safety of yourself (driver or leader), others and any casualties, including being behind a crash barrier if this is available.Consider invoking the ‘Crisis Management Plan’ procedures when safe to do so. Fill out report book / accident book as necessary and arrange to have vehicle fixed ASAP on return – after taking a break. 18. Reversing - take care reversing or performing manoeuvres and take advice and direction from a trusted colleague where necessary. A minimum of two adults able to supervise and assist must be present on group journeys. 19. Fire - if a risk of fire is apparent evacuate the ‘bus immediately, leaving passengers a safe distance away. Call emergency services. Only use extinguishers where the fire is very small and controllable. No smoking is allowed on the bus. Diesel should not be carried on board - use a fuel card or cash for refueling when necessary. Do not use mobile phones in garages / by petrol pumps. 20. Check on well-being of all participants at end of the activity; draw out any concerns. 21. Drop participants home or verbally screen to ensure they are safe & willing to go home unaccompanied. Assist someone to and from their door if necessary but only enter the premises if unavoidable. Do not leave someone alone outside their home if they cannot enter. 22. Leave the minibus in a safe state at the end of the session. | | | | | | | | | | |

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| Signature of Reviewer: | David_Sig.jpg |

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|  | | | Severity of impact / consequences | | | | |
| Trivial | Minor injury | Over 3 day injury | Major injury | Incapacity or death |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood | Highly unlikely | 1 | 1 | 2 | 3 | 4 | 5 |
| Unlikely | 2 | 2 | 4 | 6 | 8 | 10 |
| Possible | 3 | 3 | 6 | 9 | 12 | 15 |
| Probable | 4 | 4 | 8 | 12 | 16 | 20 |
| Certain | 5 | 5 | 10 | 15 | 20 | 25 |

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