

Risk Assessment – Driving Minibus

Reviewed Date	01/03/2022
Next Review Date	01/03/2023
Manager Name	Jason Roberts
T/A(Name & Date)	If appropriate

General Information	This risk assessment is applicable to minibus driving, vans and personal cars on business use.
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Instructor Competence	Relevant driving license
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Identified Hazards	Who is at risk?	Example Causes	Control Measures
Personal Injury E.g. Slips, Cuts, Twisted Ankles, Spinal Injuries, Broken Bones	All	<ul style="list-style-type: none"> • Road Accident • Participants leaving a moving minibus • Mechanical breakdown leaving participants exposed to traffic. 	<ul style="list-style-type: none"> • Minibus drivers must hold D1 entitlement without 101 restriction and maintain Driver CPC (as appropriate). • Land & Wave Ltd to ensure minibus is serviced every 10 weeks in accordance with its restricted operators licence. • Driver must check the vehicle in accordance with the company check sheet prior to initial departure. • Company & driver to comply with EU regulations on driving hours. • If it is felt that participants may try to exit from the doors when the vehicle is moving, teaching staff must position themselves by the exits.

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			<ul style="list-style-type: none"> • Participants stand behind barriers/well back from traffic in the event of a breakdown. • All drivers and passengers must wear seatbelts. • Defects must be reported to Transport Team • First aid kit must be carried on-board and checked monthly for contents. • Legal lettering must be on the bus for client safety. • Fire extinguisher must be carried. • Tyres must only be changed by breakdown organisation. • Mobile phones must not be used whilst driving. • If students create a distraction, pull off the road in a safe and controlled manner.
Personal Injury E.g. Slips, Cuts, Twisted Ankles, Spinal Injuries, Broken Bones	Staff, clients and the public	<ul style="list-style-type: none"> • Trailer rolling over foot • Climbing on the trailer to secure boats on the top rung • Boats falling off the trailer. • Trailer coming off the towing hitch • Inexperience of driving with trailers 	<ul style="list-style-type: none"> • Familiarisation drive required • Training to be provided on use of L&W trailers as part of induction – hitching, loading and safety. • Spotting may be appropriate for people tying boats onto the trailer.

This risk assessment in no way negates the need for continual dynamic risk assessment on session.

You must report incidents or near misses using company procedures.

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If you have any concerns or questions about the risk assessment speak to your manager.