

ASSESSMENT OF RISK FOR

Wiltshire County Council
Dept for Children & Education
Braeside Education Centre

Assessment of:
Minibus Travel

Location: Minibus Journey

Assessor (please print):

Date: Dec 2011

Review Date: Dec 2012

HAZARDS	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IN NECESSARY TO CONTROL THE RISK?
List Hazards here:	List specific groups of staff / other people that are risk, e.g. visitors, young people, expectant mothers etc:	List existing control measures / systems and state how individuals at risk are notified of the control measures / systems in place:	List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more:
<p>High steps – fall / trip</p> <p>Moving Doors – trapped body parts</p> <p>Crush injury – seat belts</p> <p>Stuck by moving object inside bus</p> <p>Bus crash / collision</p> <p>Internal fire</p> <p>Slips / trips inside the bus</p>	<p>Students, Braeside Staff, Visiting Staff, Volunteers</p>	<p>Verbal warning of step height when entering, exiting the bus.</p> <p>Reminder to duck head as enter the bus – verbal warning</p> <p>If students under 18, driver or staff member to check all seatbelts are fastened</p> <p>Seatbelt checks to be done with 3 monthly checks at Wiltshire garage for compliance to legal requirements.</p> <p>Make sure all doors are unlocked when travelling – easy access in event of fire / collision.</p> <p>When entering bus, make sure side door is full open and fastened into this position as passengers enter and exit.</p> <p>When carrying passengers check all luggage / equipment is secured and restrained in the rear of the bus – do not block rear exit when passengers on board.</p> <p>Carry a fire extinguisher - tested yearly</p> <p>Carry a checked and maintained first aid box</p> <p>No one to stand up in the bus during the journey.</p> <p>Passengers to keep noise to an acceptable level for the driver.</p> <p>Windows can be open but passengers must not place arms, heads or objects out of the windows.</p> <p>Internal area of bus to be kept clean and dry. Litter to be removed after each journey.</p> <p>Only registered driver to drive Braeside minibus</p>	<p>If the driver believes the passengers behaviour is unacceptable and does not stop if asked, the driver can ask the group with adult supervisors to exit the bus and make alternative travel arrangements.</p>

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