

## Minibus Journeys to local activity venues

	HAZARD	WHO MIGHT BE HARMED	RISK CONTROL MEASURES
General (see also site specific general hazards)	All hazards	All Participants & Staff	Post 1997 drivers qualified to D1 standard. Pre 1997 drivers to have completed a Surrey Outdoor and Development, (SOLD), peer to peer minibus driving assessment from a DVLA D1 driver. All drivers' licences to be checked annually. All minibus drivers to be inducted and 'signed off'. Follow DVLA regulations for transporting young people in minibuses. Follow SCC Procedures and Guidelines for transporting young people by minibus. Instructors to carry first aid kit, medical details, mobile phone. Mobile backup staff in case of emergency. Group leader must bring completed medical forms for all participants and ensure participants with any medical conditions are known, any appropriate medication is carried.
Human	Accident when embarking / disembarking from bus	All Participants and Staff	Driver to embark / disembark group on pavement side of road or in carpark. S.O.L.D. staff to control group.
Human	Staff or young people left behind at the centre or venue	All Participants and Staff	A member of S.O.L.D. staff will be responsible for establishing exact group size with group leader and ensure that all group are present.
Human	Accident in minibus during journey to and from centre	All Participants and Staff	Appropriately qualified and experienced drivers. At least one additional responsible adult to accompany group in rear of minibus. Regular vehicle safety checks to be completed and recorded on vehicles.
Human	Accident at carpark/ centre whilst waiting for minibus to arrive	All participants and staff	Responsible adult to supervise young people in appropriate area whilst waiting for transport.
Human	Vehicle breakdown during journey	All participants and staff	Thorough programme of maintenance and servicing to be in place for vehicles. Mobile phones to be carried and breakdown cover to be in place for vehicles.
Human	Young people throwing items out of window at other passer - bys / vehicles	Members of public	Responsible adult to sit in back of bus and supervise young people.