



Park and Ride

	HAZARD	WHO MIGHT BE HARMED	RISK CONTROL MEASURES
General (see also site-specific general hazards)	All hazards	All Participants and Staff	Post 1997 drivers qualified to D1 standard. Pre 1997 drivers to have completed a 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' for Park and Ride procedure by operations team. 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. Follow Surrey Outdoor Learning and Development (S.O.L.D) park and ride operational procedures.
Human	Accident whilst moving between vehicles at collection/drop off.	All Participants and Staff	Where possible, minibuses to arrive at collection point before coaches do. Minibuses and coaches to park in designated coach parking areas only so the passenger door opens onto the pavement. S.O.L.D. staff to advise coach drivers of this as appropriate. S.O.L.D. Where possible staff to position minibuses near the coach so as to minimise people movement through busy areas or traffic. S.O.L.D. staff to position themselves between the vehicles so that young people move directly from one vehicle to the other. S.O.L.D. staff to 'marshall' move from one vehicle to the other.
Human	Staff or young people left behind at the centre or in the carpark	All Participants and Staff	A member of S.O.L.D. staff will be designated 'key person'. They will be responsible for establishing exact group size with group leader on arrival and departure. Key person will give the instruction to transport the group only when they are happy that everyone is on board.

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. Follow Park and Ride operational procedures, which are available in each 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.