



## ADventure Learning North-East Limited

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**SITE/ LOCATION:** United Kingdom.....

**ASSESSORS NAME:** Andrew Devereux.....

**ASSESSORS SIGNATURE:**

**ASSESSMENT DATE:** 1<sup>st</sup> February.2016.....

**ACTIVITY:** Travel within a private or private hire vehicle.....

**HEAD COACH:** Andrew Devereux

### PROCEDURES:

1. Identify potential hazards which could reasonably be expected to result in significant harm
2. Identify who might be harmed
3. Consider existing controls - is the risk of significant harm low/ unlikely, medium/ possible or high/ probable
4. Where the risk is identified as medium or high, identify the action required
5. If the risk is low, further precautions are optional and the activity may proceed
6. Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
7. If the risk is high, it is essential that the activity does not proceed until the risk has been significantly reduced

<b>TASKS UNDERTAKEN:</b> activity/ area assessed	<b>RISKS TO BE CONSIDERED:</b> NB: Any serious or imminent danger will need a procedure	<b>RISK:</b> Low/ Medium/ High	<b>PERSON(S) AT RISK:</b> i.e. coach, juniors, adults with special needs	<b>EXISTING CONTROLS:</b>	<b>ADDITIONAL CONTROL MEASURES REQUIRED:</b>	<b>TARGET DATE:</b> for action by	<b>COMPLETED ON:</b> date and initial
Travel by vehicle – general	General Travel	Medium	Driver and Passengers	<ul style="list-style-type: none"> <li>• Cross refer to guidance stated in “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy” March 2012,</li> <li>• Ensure child booster seats used where appropriate.</li> <li>• Ensure passengers wear seatbelts and regular checks made to ensure this is maintained throughout journey.</li> <li>• Clear briefing to pupils and staff about any significant risks, roles and responsibilities</li> <li>• Head counts at appropriate times</li> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• Contingency plans in place in the event of lateness or incident</li> </ul> Mobile phone carried and fully charged.	Travel arrangements outside the UK should be made through a reputable tour operator wherever possible.	01.10.15	Ongoing for each journey
1. Road traffic accident	1.1 Vehicle condition 1.2 Driver distraction 1.3 Driving conditions 1.4 Other road and pedestrian users of the highway	Medium	Driver and Passengers	1.1 Vehicle conditions will be confirmed on the declaration form, through checks by staff prior to the journey. 1.2 Children and young people will be briefed about their conduct as passengers and specifically this will include not distracting the driver. 1.3 Some extreme conditions such	Copy of MOT obtained prior to staff member transporting young people in their vehicle.  Decisions about weather conditions and	01.10.15	Ongoing for each journey

				<p>as can be encountered in the winter for example that should lead to a decision, by the Party Leader, not to or to delay travel.</p> <p>1.4 Drivers should be briefed on the potential for an accident to occur as a consequence of other road and pedestrian activity.</p> <p>An emergency procedure should cover this eventuality, refer to Sport Works emergency procedures.</p> <p>An incident form should be completed as close to the time of incident as possible.</p>	<p>the safety in extreme conditions are to be made by 2 staff collectively.</p> <p>In the event of an incident Driver and staff members will be briefed in who is the first contact for that activity (home contact)</p>		
2. Child Protection	<p>2.2 Failures of procedures to confirm adult's suitability to work with children.</p> <p>2.3 Child to adult ratios</p>	Low	Young people and Staff	<p>2.2 All Staff are required to hold an enhanced Disclosure and Barring Service (DBS) certificate and to have had an induction which will cover child protection procedures specific to Sport Works.</p> <p>2.3 Before all journeys drivers will take into consideration; car capacity, Adult to child ratios of 1:4 to be met at all times.</p> <p>2.4 No Staff member should ever be inn a 1-1 situation with a young person in our care. Before all journeys drivers will take into consideration; car capacity, Adult to child ratios of 1:4 to be met at all times. No Staff member should ever be inn a 1-1 situation with a young person in our care.</p>	<p>Ensure a copy of each staff members CRB is held.</p> <p>Have regular safeguarding and H&amp;S updates.</p>	01.10.15	Ongoing for each journey
3. Journey Plan	3.1 Hours become excessive or drivers have insufficient sleep or rest before driving.	Low	Driver and Passengers	3.1 The travel plan must eliminate excessive hours without breaks, provide communications arrangements	Ensure procedures are in place to maintain driver	01.10.15	Ongoing for each journey

	3.2 Incidents and weather conditions.			and facilities for contingencies like breakdowns and give guidance on fitness to drive issues. 3.2 All travel by vehicle will be planned in advance so that there is agreement over: communications, emergency procedures including first aid arrangements, lost or missing person/s, vehicle breakdown routes and breaks in the journey contingencies for extreme weather.	concentration at all times. E.g. regular breaks, change of driver for long journeys.		
4. Failure of legal compliance	4.1 Insurance 4.2 Vehicle condition including seatbelts 4.3 Highway Code violation 4.4 Driver fitness	Low	Driver	4.2 Drivers of cars will need to confirm that they are compliant with current legislation. School staff will need to provide evidence that they have the necessary insurance cover. 4.2 Staff to check seat belts are worn correctly and that this is maintained throughout the journey. 4.3 All drivers must drive within the legal requirements with reference to the Highway Code. 4.1 In the event of driver illness an alternative driver should take their place where possible. Otherwise the journey should be postponed until that drivers health is back to normal	All drivers must hold a Full UK drivers licence with a minimum of 2 years driving experience. All drivers must be able to prove that they hold business insurance that covers them to transport young people. Regular checks will be made of the above.	01.10.15	Ongoing for each journey
5. Other accidents or illness	5.1 Injury or illness of a member of the party not due to a road traffic incident.	Medium	Driver and Passengers	5.1 At least one member of the adults should hold a first aid certificate. Communications (via a mobile phone) should be agreed so that the first aider can be contacted. Procedures are agreed to contact the emergency services. Medical	Obtain a copy of staff First Aid certificate. Refer to Sport Works Accidents/ Incidents procedures	01.10.15	Ongoing for each journey

				information that may be required during a journey is available and drivers are briefed if this affects or could affect them. An incident form should be completed as close to the time of incident as possible.			
6. Driver suitability	6.1 Legal Requirements  6.2 Driver Fitness	Low	Driver and Passengers	6.1 All drivers of vehicles will be asked to confirm that they are legally entitled to drive by producing a Full UK drivers licence and proof of business insurance. All drivers will also have to hold an enhanced (CRB).  6.2 Guidance notes for drivers provide information about physical fitness to drive and the factors that could affect it. If the DVLA has been made aware of a medical condition that may affect their driving this must be taken into consideration when planning a journey.	Copy of all Legal documentation held.  All drivers' medical conditions should be known and any changes to driver health should be made known.	01.10.15	Ongoing for each journey
7. Care of Passengers	7.1 Challenging Behaviour  7.2 Health and medical issues  7.3 Welfare of passengers	Low	Driver and Passengers	7.1 Passengers will be briefed on expectations for their behaviour whilst in the car. All staff with have knowledge of potential behavioural issues and how best to deal with them.  7.2 Information will identify any medical conditions, previously sustained Injuries and the likelihood of travel sickness. At least on adult will be First Aid qualified.  7.3 Ventilation will be adjusted to meet conditions and appropriate breaks planned to enable toilets to be accessed.	Staff will be trained to deal with any issues as they arise. E.g. challenging behaviour whilst traveling.  Staff will also keep a close eye of each child and ensure that their welfare is considered by arranging toilet breaks where	01.10.15	Ongoing for each journey

				Use of public toilets will be covered by briefing. Young people will be supervised at all times.	necessary and that they have access to food and water and that the temperature of the car is comfortable.		
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