

The Three Villages Minibus(TVM) Generic Risk Assessment for Regular Journeys

This document should be read in conjunction with the Health and Safety Policy and the TVM Hire Policy Terms and Conditions.

An individual risk assessment must be conducted in advance by individual Community Group hirers for all of their journeys and should take into consideration the length of the hire period/ journey time and the needs of the passengers. A copy must be given to the TVM Booking Clerk or Chairman together with the Hire Form prior to the journey being undertaken.

Hazard/Risk	Risk Level H/M/L	Who is at Risk	Risk Control	What further action is necessary?	Action by
<p>Inexperience of Driver to Drive Minibus / Driver not Competent to Drive Minibus – resulting in a road traffic accident / incident</p>	<p>H (low after checks carried out)</p>	<p>Serious Injury / Fatality</p> <p>- Driver, Drivers Assistant Passengers, Pedestrians, other Road Users</p>	<ul style="list-style-type: none"> - Only Drivers who have registered with and have been approved by the TVM to drive the TVM minibus - Drivers must have their driving licence checked by the Chair of the TVM - Drivers must meet TVM Safety Policy requirements i.e <ul style="list-style-type: none"> - be over 25 years of age and have held a full driving licence to drive a car (category B) for at least two years. - have no convictions within the last 5years, or do not have any convictions pending, - have not had a motor vehicle accident in the last 5years, - have not had a driving ban in the last 5years, - No company or underwriter ever declined, cancelled or refused to renew their motor insurance, - have no medical condition or disability which will affect my ability to drive, - have passed the necessary medical if 	<ul style="list-style-type: none"> • New drivers to have suitability assessed by means of a supervised ‘test drive’. • Ensure records of minibus drivers held centrally. • Ensure arrangements in place to check relevant driver’s licences twice a year. • Section 19 Permit (Small Bus Permit) to be placed in each minibus on a trip (available from Health and Safety). 	<p>TVM Chairman or designated committee member</p> <p>TVM Chairman or designated committee member</p>

<p>Driver Ill Health / Fatigued – leading to road accidents</p>	<p>M (low if drivers follow guidelines)</p>		<p>over 70 years old and the form 'D4' has been lodged with our insurers and a 'D1' code is on their licence,</p> <ul style="list-style-type: none"> - Authorised drivers must regularly read the TVM Drivers Handbook and the Highway Code to remain up to date with relevant guidance / information. - Drivers to follow best practice in respect of driving and rest hours. - Drivers must not take substances, which affect their ability to drive or drive whilst under the influence of alcohol or drugs - Drivers must report any medication that may affect their ability to drive. - Drivers must follow all highway rules e.g. speed limits, traffic flow etc (see appendix 1) - • Drivers must ensure they do not drive when tired and the required breaks are built into the journey planning. see appendix 2) 	<p>TVM Drivers handbook kept in TVM</p>	
<p>Passenger Pick up/ Drop off points Pick up points need to be safe</p>	<p>L</p>	<p>Serious injury to Driver, Driver's Assistant passengers and other road users</p>	<ul style="list-style-type: none"> • Safe pick up points to be determined so that passengers can wait safely away from moving traffic. • Steps to nearside door must be fully down before any passenger boards/ alights the TVM minibus • Passengers to enter/ leave TVM minibus by the nearside door. • Wheelchair passengers to board TVM minibus via the Tail Lift 		<p>Drivers Driver / Driver's Assistant Trained Tail Lift operator</p>

Use of Tail Lift -safety of wheelchair users	L	Injury to disabled passengers	<ul style="list-style-type: none"> Wheelchair passengers and those with mobility issues to use Tail Lift to board TVM minibus 	<ul style="list-style-type: none"> Drivers trained in the use of the Tail Lift before use with passengers Tail Lift check monthly to ensure that it is working correctly Tail Lift has regular maintenance check by approved garage 	TVM Chairman / designated committee member to arrange
Passengers Misbehaving / Moving Around in Moving Minibus – distracting driver, resulting in accidents / incidents	L	Serious Injury / Fatality - Driver, Passengers, Pedestrians, other Road Users	<ul style="list-style-type: none"> The passenger limit must not be exceeded. Passengers must be seated in seats with their seat belt fastened when the vehicle is in motion. Passengers must not be allowed to move around the vehicle when it is in motion Before departure, drivers to check TVM minibus aisles / exits clear and passengers are wearing seat belts (unless they have a letter of exemption) All passenger’s personal possessions must be stored safely and clear of the aisles and exits. 	<ul style="list-style-type: none"> Drivers must ensure passengers are aware that they must remain seated and wear their seatbelt whilst the vehicle is moving 	Driver / Driver’s Assistant Driver / Driver’s assistant
Mechanical Failure of Minibus – leading to an accident / incident	M (L as regular checks carried out)	Serious Injury / Fatality - Driver, Passengers, Pedestrians other Road Users	<ul style="list-style-type: none"> Drivers must carry out a pre-journey check and complete the TVM Vehicle Checklist before the journey to ensure that the vehicle is roadworthy. Drivers must report vehicle defects immediately. If the defects, in the driver’s opinion are deemed to be serious, then the vehicle must 	<ul style="list-style-type: none"> Check lists to be kept in Log Book folder in compartment above driver’s seat in TVM Drivers to notify TVM Chairman / Program Secretary of any faults A designated TVM committee member to carry 	Drivers Drivers – TVM Chairman to action any necessary

			<p>not be driven.</p> <ul style="list-style-type: none"> The vehicle has up to date service and maintenance records and a current MOT certificate The vehicle carries approved and checked fire extinguishers, 2 high vis jackets and an approved first aid kit. 	<p>out regular checks in addition to the driver's pre-journey checks</p> <ul style="list-style-type: none"> Service and maintenance and MOT carried out at necessary intervals by approved garage Fire extinguishers serviced annually and certificate issued. First Aid kit checked regularly and items replaced as necessary 	<p>check/repair</p> <p>TVM Chairman or designated committee member to arrange</p> <p>TVM Chairman to arrange</p>
<p>Vehicle Collisions / Breakdown – injuries could occur as a result of a collision with another vehicle or breakdown leading to a road traffic accident</p>	M	<p>Serious Injury / Fatality – Driver Driver's Assistant, Passengers, Pedestrians, other Road Users</p>	<ul style="list-style-type: none"> If an incident occurs, driver to stop in a safe position and switch off the engine. If possible, driver to assess immediate passenger safety. Normally the vehicle or passengers should not be moved, but in the event of danger eg fire, further traffic accidents, the driver should get passengers off the vehicle and into a place of safety. Only if safe to do so, driver to display a warning triangle to warn other motorists of the danger. Once in a place of safety, Emergency Services to be called and TVM contact to be contacted to notify them of situation. In an incident, attempts should be made to 	<ul style="list-style-type: none"> TVM provides mobile phone for emergency use Contact TVM to inform of incident TVM provides single use camera to record damage etc (or drivers may use their 	<p>Driver/ Driver's Assistant</p>

			record relevant details eg other driver, Police	phone if appropriate)	
Mechanical breakdown – motorway	L	Serious Injury / Fatality - Driver, Driver’s Assistant Passengers, Pedestrians, other Road Users	<ul style="list-style-type: none"> • Seek AA assistance immediately. • So far as practicable, remove all persons to behind the side crash barrier as soon as possible. • Those that cannot be moved safely to behind the crash barrier must remain in the vehicle. • Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.) • On other road keep passengers safe by remaining on the transport if it is safe to do so. If not move the passengers to a safe location. 	<ul style="list-style-type: none"> • Use details provided in Drivers handbook • Contact TVM to inform of incident – number in handbook 	Driver/ Driver’s Assistant TVM Chairman to arrange any repairs
Mechanical breakdown – other roads					
Severe Weather - road accidents could occur as a result of severe weather conditions making it dangerous to drive	L	Serious Injury/Fatality – Driver, Driver’s Assistant Passengers, Pedestrians, other Road Users	<ul style="list-style-type: none"> • Person responsible for trip must check weather forecast so necessary arrangements can be made if driving in difficult weather eg allow more time, adjust speed and braking distances, cancelling trip. • Guidance is provided in the Minibus Drivers’ Handbook. 	<ul style="list-style-type: none"> • Driver to check with TVM Chairman / Booking Clerk 	TVM Chairman / Driver

This risk assessment to be reviewed annually or earlier if new legislation or Insurance requirements dictate.

The following Appendices have been taken from the RoSPA Minibus Code of Practice.

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

They will be of particular use to Community groups who hire the TVM minibus for “All Day”, “Evening” or multi-day periods

Appendix 1

Speed Limits (RoSPA)

Minibuses are subject to lower speed limits than cars on some roads, therefore, it is essential that minibus drivers know what speed limits apply to them.

Minibus Speed Limits

Built-up Roads	30 mph (unless signed otherwise)
Single carriageway	50 mph (unless signed lower)
Dual carriageway	60 mph (unless signed lower)
Motorway	70 mph (unless signed lower)
Motorway	60 mph (if the minibus is longer than 12 metres)

It is important that drivers know whether their minibus is fitted with a speed limiter and understand how to drive a speed-limited minibus and especially how the speed limiter affects their ability to overtake, accelerate, change lanes and join high speed roads from a slip road.

Appendix 2

For journeys that are not governed by Drivers' Hours rules, it is **strongly recommended** that drivers do not exceed the limits in the table below. The limits for drivers who do other work (for example, supervise children at a destination) should be reduced.

Recommended Driver Hours for Drivers (RoSPA)

It is recommended that Drivers take a 15 minute break after 2 hours of driving

Safe Drivers' Hours

	Driving only	Driving + other work
Max length of working day*	13 hours	10 hours
Of which spent driving	9 hours	4 hours
Daily rest period	11 hours	11 hours
Minimum length of break**	15 minutes	15 minutes
Weekly rest period	45 hours	45 hours

* Taking account of other work undertaken before starting a journey.

** After 4 1/2 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes