

**YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS
RISK ASSESSMENT MINI-BUS TRANSPORT**



Information for Club/District Office Holders and Club Leaders

Event: Club or District YFC Meeting

Location/Venue:

Specific Location:

Date:

Meeting Times:

Club/District Chairman's Name:

Club Leaders:

Mini-bus Driver:

Risk Assessment Prepared by:

Club/District First Aid provider:

First Aid box kept:

Accident book kept:

Severity	5	5	10	15	20	25	Severity	Probability	Overall risk
	4	4	8	12	16	20	1= Minor inj	1= V unlikely	1-5 Low risk
	3	3	6	9	12	15	2= Req 1 st Aid	2= Unlikely	6-10 Medium risk
	2	2	4	6	8	10	3= Serious inj	3= Likely	12-25 High risk
	1	1	2	3	4	5	4= Major inj	4= V likely	
		1	2	3	4	5	5= Major injury requiring hospital	5= Almost certain	
	Probability								

Note to SAS Officers:

Where there are a number of different risks involved in the same activity use the colour coded risks below to show the rating for each risk. The YFYFC interpretation of these ratings is to not worry about low risk ratings, try to use control measures to reduce risk in the Medium Risk ratings and do not allow anything with a High risk rating.

Nature of hazard, identified in both pre event day assessment and the event day assessment		Persons/property at risk
1	Driver error	Driver
2	Accident	All persons
3	Passenger behaviour	All persons
4	Vehicle roadworthiness	Driver
5	Parking	Driver
6		

Comments/ Considerations, reasons for unacceptable risk. Changes to control measures implemented or required to reduce risk to an acceptable level. N.B. The sentence number corresponds to the hazard number given above.

1: Driver to have current driving licence with full D1 entitlement. Driver to have completed mini-bus training with reputable company. Driver must not use mobile phone or radio unless vehicle is parked safely. Driver advised not to drive if under influence of alcohol, drugs or prescribed medication. Driver advised not to drive if feeling tired or unwell.

2. In the event of an accident, the driver to contact emergency and contact YFYFC County Office at earliest convenience to complete an accident form. In the event of a puncture or the driver needing to stop to prevent an accident, the driver to choose a safe location to park to enable passengers to get on/off the minibus safely. Driver to use hazard warning lights as necessary. Passengers requested to wait away from the mini-bus in a safe location until help arrives.

3. Passengers especially younger members briefed by driver on required behaviour during mini-bus journeys and possible consequences. Passengers advised by driver to wear seat belts and driver has duty of care to ensure passengers under the age of 14 years have seat belts fitted correctly. Passengers requested to store luggage safely avoiding exits and walkways.

4. When using a hired vehicle, prior written assurances will be obtained stating the hirer has a current and appropriate PSV Operators Licence, has full insurance on all its vehicles, has current tax and MOT certificates and can provide breakdown cover and replacement vehicle as necessary. Hirer should explain to driver, the operating features of the mini-bus during collection process including use of first aid kit and fire extinguishers. Driver to visibly check overall appearance of mini-bus including tyre condition and pressure, windscreen cleanliness, operational seatbelts, first aid kit and fire extinguisher present, lights and brakes working correctly.

5. Driver responsible for parking in a safe location away from moving traffic to enable passengers to embark and depart safely. Driver to use hazard warning lights as necessary in busy sections of the road.

The mini-bus should be equipped with a first aid kit and fire extinguisher.

If in doubt about this form of concerned about a risk in your activity, please seek the advice of YFYFC H&S Officer.

EXAMPLE