

Risk assessment

Name of activity, event, and location	Support Vehicles - Minibus - Response Vehicle - Other Vehicles on event	Date of risk assessment	06 April 2026	Name of person doing this risk assessment	Josh Railton Rachael Macadam Gary McCune Claire Moverley
		Date of next review	05 April 2028 (or unless a significant change occurs)		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><u>VEHICLE HAZARDS</u></p> <p>Roadworthiness of vehicle Risk of catastrophic vehicle failure</p> <p>Other road users – vehicles Risk of collision with vehicle while minibus or response vehicle is in motion, with possible subsequent injury to volunteers and passengers.</p> <p>Risk of stationary minibus or response vehicle being struck by another vehicle</p> <p>Access to vehicle controls and equipment Risk of tampering and unauthorised use of vehicle</p> <p>Vehicle refuelling Risk of slips and trips. Risk of fire and explosion</p>	<p>Passengers, other road users and pedestrians.</p>	<p>Vehicles maintained in accordance with DVSA requirements.</p> <p>Daily vehicle inspection carried out in accordance with driver's handbook, with a defect reporting procedure in place</p> <p>Competent drivers.</p> <p>Seatbelts fitted in accordance with legal requirements.</p> <p>Passengers briefed to remain seated at all times.</p> <p>Driver pulls as far off road as possible.</p> <p>Passengers alight to a safe place away from the vehicle.</p> <p>Keys removed from ignition whenever minibus or response vehicle is parked.</p> <p>Driver conducts vehicle inspection prior to commencement of journey.</p> <p>Passengers are to remain seated in the vehicle while fuelling is in progress.</p> <p>No smoking while refuelling is in progress</p> <p>Drivers wear appropriate footwear</p> <p>Emergency and breakdown procedures detailed in driver's logbook in the minibus or response vehicle.</p> <p>Passengers to be removed to a place of safety.</p> <p>Hazard warning lights and warning triangle.</p> <p>Minibus or response vehicle team to notify event control as soon as possible</p> <p>Reliable emergency contact number.</p> <p>Drivers have basic first response training and First aid kit up to date and well stocked on the minibus or response vehicle.</p> <p>Driver has means of communication with emergency services, event control and</p>	

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and of being struck by other vehicles. Vehicle accident, breakdown or other major incident		breakdown company.	
<u>PERSONAL RISK FACTORS</u> Young persons – lack of safety awareness Risk of injury due to lack of awareness of existing or potential hazards, horseplay etc. Passengers personal safety at stops Risk of injury and abduction	Passengers, other road users and pedestrians.	Driver or other volunteer gives safety announcement where needed Record of passengers to be kept and handed to Checkpoint manager at end of event Frequent and extended rest periods and driving breaks. Another competent person to drive the vehicle should be available should illness occur. Another Leader or other nominated person seated on minibus or response vehicle to supervise passengers.	
<u>BIOLOGICAL HAZARDS</u> Body fluids Risk of contamination and subsequent illness following direct contact with bodily fluids or viruses	Passengers	Cleaning materials kept on board which MUST include anti bacterial sprays, cloths etc. Disposal bags which must be able to be tied to prevent spillage. If you are in any doubt, please seek advice before the journey.	
<u>ACCESS AND EGRESS</u> Obstructions in gangways / emergency exits Liquid spills or rainwater Minibus or response	Passengers	Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing before moving off. Passengers briefed not to move around vehicle at all whilst in motion. Cleaning materials made available Well maintained vehicle floor surfaces, step nosings etc.	

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<p>vehicle access steps Risk of falling while boarding or alighting the vehicle</p> <p>Other vehicles – motor vehicles and cycles Risk of being struck by vehicles, cycles etc while alighting from minibus or response vehicle</p>		<p>Handrails. In-vehicle lighting. Supervision by driver / other leaders. Main access point used at all times –</p> <p>Driver and other volunteer issued with high visibility jacket. Supervision by driver / other leader</p>	
<p><u>ENVIRONMENTAL</u> Adverse weather conditions Risk of vehicle skids with subsequent vehicle damage.</p> <p>Variances in terrain e.g. soft or uneven ground Risk of trips and falls, and risk of delays to journey</p>	<p>Passengers, other road users and pedestrians.</p>	<p>Weather reports monitored. Information provided to other leaders and passengers. Competent drivers to be used at all times Route planning to avoid known problem areas where possible Driver awareness of hazardous terrain.</p>	