

Risk Assessment and passenger briefing for minibus trips organised by SDOS

Assessor: Tony Benton & Tony Letchford **Date of Assessment:** November 2024

Passenger notice: All passengers are asked to read this document carefully.

Brief Description: If you are joining us on a minibus outing please be aware of the following health & safety requirements. All passengers must comply with the following:

- Seat belts must be worn when the vehicle is being driven
- Smoking or vaping is not permitted
- Avoid distracting the driver
- Be very careful with hot drinks because of the risk of spillage & scalding
- Please stow personal items securely and with care, to avoid trip hazards
- For the comfort of fellow passengers please keep any mobile phone chats to a minimum.

Hazard	Who might be harmed	Evaluation of Risk	Risk mitigation measures	Comments
Driver Ability	All participants	Low/medium	The driver is previously assessed by the hire company and is IAM passed (assessed by Institute of Advanced Motorists)	
Extreme Weather conditions	All participants	Low/medium	Driver & Tour Leader(s) to monitor weather/driving conditions and check that they are suitable prior to departure. Driver & Tour Leader should consider cancelling the trip if conditions are unsuitable for safe driving (e.g. snow etc.).	
Use of seat belts	All participants	Medium/High	Driver & Tour Leader(s) to ensure passengers are wearing seat belts prior to setting off	
Unsafe load	All participants	Medium	All luggage that may shift due to the movement of the vehicle must be safely secured.	<p>Participants should ensure that expensive personal items such as binoculars, telescopes & camera equipment are adequately insured.</p> <p>Please check your own personal insurance arrangements in the regard. SDOS will not be held responsible for any loss or damage.</p>

Minibus Reversing	All participants	High	As minibuses have a significant blind spot whilst reversing great care must be exercised when the vehicle needs to be reversed.	
Minor Injury	All participants	Low/medium	A basic First Aid kit is available on the minibus. Tour Leaders are not provided with First Aid kits, nor are they expected to be First Aid trained. All participants must take this into account and must also bring with them any medication that might be required.	
Major Injury	All participants	High	The minibus is hired from Worthing Dial A Ride (Community Transport, Sussex) and passengers are covered by their public liability insurance up to £5million.	

This risk assessment is specific to our driver Ian G and will need to be refreshed if we use a different driver for any SDOS mini bus outings.