

Lineham Farm Children's Centre – Activity Risk Assessment

Activity : Off Site Visits in MiniBus

**Location: Anywhere off-site
e.g. Roundhay Park, Otley Chevin**

Hazard	F	S	r	Action Taken	F	S	R
Getting onto bus – other vehicles	3	5	15	Ensure entrance is situated safely and children do not need to cross a road or stand on a road to enter. Bus should be visible to other motorists i.e. not near junction/corner. Encourage them to queue/wait sensibly to enter and find seats quickly.	1	5	5
Injury whilst travelling	3	5	15	Ensure group remain seated at all times, wear seat belts and are accompanied by one adult in the back of the bus.	1	5	5
Getting off the bus – other vehicles	3	5	15	As for getting onto bus. Park door to pavement, exit where <u>safe</u> , not necessarily where bus will be parked. Arrange meeting/waiting place before exiting – one adult to supervise.	1	5	5
Participants' known medical condition, e.g. asthma, hay fever, allergy	2	5	10	Check medical forms, relevant preventative medication to be taken before session, reliever medication to be carried at all times, e.g. asthma inhalers, epipen	2	1	2
Driver	1	5	5	Driver to have MIDDAS certificate and full driver's license.	1	1	1
Group details	1	1	1	Full group details to be carried on the bus whilst the group are in transit.	1	1	1

Maximum Supervision Ratio: 2 : 13 (at least 2 adults)

First Aid Kit Carried? Yes

Supervisor Qualification: MIDAS/LCC Minibus Drivers test

Essential Safety Equipment: Vehicle Safety Check

Other Comments: Leader to carry a mobile phone.

Risk Assessor Signature: S Hannaby Date: 21.4.08

Reviewed 7.10.13 no changes needed Penny Pinn

Reviewed 10.10.14 no changes needed Penny Pinn

Reviewed 28.10.15 Penny Pinn

Reviewed 25.10.16
Reviewed 06/12/2018
Reviewed 3/10/2019

Giles Green
Vince Foster
Tamzin Glindon

Review date (12 months or following any significant change or an incident)

Frequency Rating (F)

1 = Extremely unlikely to happen, risk will be encountered very occasionally (if ever) but is still worth consideration.

2 =

3 =

4 =

5 = Extremely likely to happen, risk will be encountered most times the activity is run.

Severity Rating (S)

1 = Bruises, minor cuts, abrasion.

2 = Sprains, burns, cuts.

3 = Broken bones, head injuries, damage to sight/hearing.

4 = Severe head injury, multiple fracture, amputation.

5 = Death, severe disability.

Risk (r)

r = F x S