

**BOLTON SCHOOL
RISK ASSESSMENT**

Title of Task	Minibus Risk Assessment		Reference Number:	
Assessment Date:	September 2025	Previous Inspection:	Not Known	
Assessment carried out by:	S Bradley			
Department Name:	Outdoor learning			
Date of Next Scheduled Assessment	Sep 2026	Is re-assessment required?	Y	

ASSESSMENT DETAILS & SAFE PRACTICES TO BE FOLLOWED

Task	Potential Harm	Existing Control Measures	Further Action Required	Action by whom	Action by when	Completed
Inadequate Management	Driver, pupils and any other persons travelling on the minibus	<p>All appropriate written records kept e.g. Vehicle documents and Maintenance records Operating Logs</p> <p>Section 19 permits displayed in Minibuses List of Authorised Drivers held by Personnel Driving Assessment Records held by the Logistics Coordinator</p> <p>Pre Travel Checks:</p> <ul style="list-style-type: none"> • First Aid Kit • Fire Extinguisher • Means of communication • Insurance Details • Contact Details • Medical details and medication for pupils • Defect report book & mileage sheet (to be completed before every journey by the driver) • Breakdown information • Emergency Triangle 				
Drivers authorised and fitness to drive	Driver, pupils and any other persons travelling on the minibus	<p>Drivers must have a current full driving licence, be over 21 years old and have at least two years driving experience.</p> <p>Driving Licences are checked and updated every September as part as the Annual Update.</p>				

		<p>Staff who have not had experience driving a school minibus must have an assessment by the Logistics Coordinator.</p> <p>Drivers must inform the DVLA and Logistics Coordinator of any medical condition that affects their ability to drive</p>				
Driver Tiredness	Driver, pupils and any other persons travelling on the minibus	Arrangements in place for controlling drivers hours, rest breaks and relief drivers. Organisers must plan their journey and if required.	A twenty minute break after two hours fifteen minutes of driving and a one hour break after 4 hours thirty minutes of driving. Maximum driving day 8 hours			
Defective Minibus	Driver, pupils and any other persons travelling on the minibus	<p>Vehicles are maintained in accordance with the manufacturer's instructions plus inspected every 10 weeks.</p> <p>Drivers <u>must</u> complete Defect book before their journey.</p>	Any defects found to be reported to Logistics Coordinator who will advise if vehicle is fit for use			
Loading and unloading passengers	Driver, pupils and any other persons travelling on the minibus	<p>Drivers will choose a safe location away from busy traffic for passengers to load and unload. Eg. Car Park or wide pavement.</p> <p>Hazard Warning lights to be used when loading and unloading near busy or hazardous sections of the road.</p> <p>Side door to be used for loading and unloading. Rear door to be used in an emergency only or when parked away from the road.</p> <p>The driver to ensure seat belts are fastened correctly and are to be worn at all times.</p> <p>Wheel chairs to be appropriately secured. If user remains in wheelchair appropriate seat belts and wheel restraints if required will be fitted. Training for this upon request from the Logistics Coordinator.</p> <p>If a child is under the regulated height, booster seats must be used.</p>				

		<p>All doors must be unlocked whilst carrying passengers.</p> <p>Aisles and emergency exits must be kept clear of obstructions</p>				
In the event of a breakdown or accident		<p>Staff to ensure group members are aware of emergency procedures. All passengers to be evacuated away from the passenger side of the vehicle to a safe resting place.</p> <p>Warning triangle to be placed at the rear of the vehicle at least 45 metres away so it's clearly visible to oncoming traffic.</p> <p>Contact emergency services and inform school if required.</p> <p>Breakdown contact information is in each vehicle in the black folder.</p> <p>Pre Travel Checks</p> <ul style="list-style-type: none"> • First Aid Kit (contents checked) • Fire Extinguisher • Means of communication • Insurance Details • Contact Details • Medical details and medication for pupils • Defect report book & mileage sheet (to be completed before every journey) • Accident/violent incident report sheets • Breakdown information • Emergency Triangle 				
Towing Trailers		<p>Staff using a minibus to tow a trailer <u>must</u> have category D1+E on their licence.</p> <p>Staff using the 8 seater vehicle to tow trailer must have had sufficient training, advice given from the Logistics Coordinator.</p>				

Reversing		Driver to ensure vehicle is positioned to avoid difficult reversing situations. If required ask a competent member of staff to be banksman. (assist with manoeuvre)				
Child becoming ill/medical emergency		Member of staff supervising the children/group must check if any suffer from medical conditions & have arranged for access to their emergency medication if required				
Safeguarding		Incidents affecting students and staff. Staff aware of safeguarding policies and behaviour policy.				